

College of Engineering Pathanapuram

Election Hand Book

1. Introduction

The APJ Abdul Kalam Technological University was established and incorporated on the 5th day of May 2014 as a University for the promotion of technical education in the State of Kerala by the APJ Abdul Kalam Technological University Act 2015 (Act No. 17 of 2015), enacted by the Legislature of the State of Kerala. It became the Umbrella University for regulating all the Institutions offering technical education affiliated to other Universities in the State, by transferring their affiliation from those other Universities to the APJ Abdul Kalam Technological University.

The First Statutes of the University issued as per S.R.O No.480/2020 dated 07/08/2020 published on 05/08/2020 provides for the University Union and the College Union Chapter 4 Statute 2 provides for the University Union. The constitution, structure, the manner of electing its office bearers and their tenure, powers, duties and functions of the University Union, constitution of University Union General Council, University Union Executive Council, their election, their meeting and its conduct, tenure of office bearers are provided in the Statutes. Chapter 4 Statute 6 provides that there shall be a College Union by whatever name called in the colleges, institutions, autonomous colleges, constituent colleges and colleges granted academic autonomy which are affiliated to the University. The constitution, constitution of the College Union, College Union Executive Committee, office bearers, their powers, duties and functions, elections to the College Union and its official tenure are provided in the Statutes. The University Union and the College Union can be constituted only after elections. Since the University Union and College Union are statutory bodies, the rules and regulations relating to the conduct of elections have to be framed so as to give it statutory effect. Item (V), Sub section (2) of Section 30 of the APJ Abdul Kalam Technological University Act, 2015 empowers the Syndicate of the University to exercise control over the students of the University, to secure their health, well-being and discipline and to exercise through the affiliated Colleges control for similar purposes over the students of affiliated Colleges. Chapter 4, Statute 2 provides for the constitution of the University Union and allied matters. Chapter 4 Statute 2 provides for the constitution of the College Union and allied matters.

A draft Election Manual incorporating the rules and regulations for the conduct of elections to the University Union and College Union has to be framed by the University. The Standing Committee of the Syndicate on Student Affairs to the Syndicate in its meeting held on 01.11.2021 submitted a draft proposal to the Syndicate for its consideration and approval. The Syndicate in its 27th meeting held on 02-12-2021 Vide item no. S-027-OA6 considered the draft Election Manual and approved the same with modifications. The Election Manual as approved by the Syndicate is hereby published for implementation by all concerned.

2. College Union [CH 4.6 of Statute]

Colleges affiliated to the University shall have a College Union by whatever name known. The College Union shall have an Executive Committee. The following members shall be included in the Committee.

Elected members:

- I. Chairperson
- II. Vice Chairperson
- III. General Secretary
- IV. Magazine Editor
- V. Arts Club Secretary
- VI. The Councilor elected to the General Council of the University Union (UUC)
- VII. One Student representing each degree course (Course Representatives)
- VIII. Lady Representatives (Two numbers)

Non-elected members:

- IX. Principal
- X. Staff adviser
- XI. Sports secretary
- XII. 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

3. 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

4. Membership

All students enrolled in the college and having live registration in the student's 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.

5. ELECTIONS TO POSITIONS IN THE COLLEGE UNION TO WHICH ELECTIONS ARE CONDUCTED:

Returning Officer:	Alish Viji Varghese (AP in Mathematics, Staff Adviser)
Electoral Roll:	Consist of all students who have the right to vote.
Notification:	Will be published in the notice board at least 10 days before date of poll

5.1. Method of Election

It is decided to conduct the elections in parliamentary method. Each class is considered as a constituency and each constituency is represented by two students in the students' council. The students' council members are elected from each class through confidential election procedure. The students' council then elects the college union executive committee members from among themselves.

- a) Nominations to the post of **member of students' council** is to be submitted on the date and time specified for the same in the notification.
- b) Each constituency is represented by two members out of whom one should be a lady. In the absence of a lady candidate, the position will remain as vacant.

5.2. Eligibility

Eligibility criteria to contest in elections are as follows:

- a) The student should be enrolled in KTU and included in the electoral roll.
- b) The student should not have any standing arrears at the time of publishing the election notification.
- c) The student should not have any due to the college
- d) The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University/College authorities.
- e) 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.
- f) Age of the candidate should not exceed 27 years.

Also note the following [Regulations from university statute].

- i. The position of Vice Chairperson is reserved for girl students. No such restrictions on the position "Chairperson".
- ii. *Final year* students are not eligible to contest to the positions of *general secretary & magazine editor*.

5.3. Nomination (Election to the students' council)

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 [available with RO]** and shall be made by the student in writing and shall be proposed and seconded by two other students included in the electoral roll. Every elector who has been nominated to contest the elections shall be referred to as a '**candidate**' for the elections.

5.4. 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.

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.

5.5. 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 re-nomination as a candidate for the same election in that academic year. The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates for each position for which elections are conducted validly nominated showing the names arranged in alphabetical order together with their names, semester, course etc.

5.6. Declaration of Election to the students' council.

If number of valid nominations after withdrawal is equal to the number of positions, then the candidate is declared as elected. If not, the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies.

5.7. Polling (to student's council)

1. Polling shall be by secret ballot in the prescribed form. No vote shall be given by proxy. The date and time of polling shall be as specified in the election notification.
2. The ballot paper will contain the names of the candidates in that constituency in alphabetical order. One voter can make two responses by writing down 1 and 2 against the names based on their preferences.
3. The ballot box sealed (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.
4. The Polling Officer 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. The voter should be in proper uniform and should possess college ID card.
5. At the time of issuing the ballot paper, the officer authorized by Polling officer shall make a mark against the name of the elector in a copy of the electoral roll of the constituency 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. The Polling Officer shall seal the slit of the ballot box immediately after polling is over and keep it in safe custody.

5.8. Counting of votes

The counting takes place in the class itself just after the polling is completed. Open the ballot box in the presence of candidates/their representatives. Count the total no of ballots and ensure that it is same as that of polled votes. Examine ballots one by one and mark the

responses on the board against the candidate using tally marks. First preferences need only to be counted at this stage. A ballot is treated as invalid if

- Same response i.e. 1 or 2 is marked against more than one candidate.
- No response is given.
- Any kind of identification marks such as name is written on the ballot
- Using any other marks such as cross, ticks etc. to mark the preference.

Finding the winners.

The candidate with maximum number of first votes is selected as the first winner. The second winner is the one who score maximum votes in the remaining candidates, subject to the fact that one representative should be a girl.ie if the first winner turns out to be a boy, and then the second winner is the girl candidate with maximum votes. If tie of votes occurs at any stage, then second votes are to be considered. If a tie occurs at this stage too, then the winner is selected by putting lots
The Polling officer should declare the winners and obtain the signature of students on the declaration form. Hand over the signed electoral roll, used and unused ballots, counter foils, ballot box, declaration forms etc. to the RO.

Any complaints regarding elections to the students' council shall be made in writing to the RO. The appeal authority for the same is College council. Decision of the college council is final.

5.9. Election to the College Union Executive.

The students' council members elected as per the above method should assemble as and when directed by the RO to select the College union executive. [1:30 PM, 10/01/2022].

A nomination to each of the positions in the college union executive is collected and the members are elected by the students' council from among themselves. The election procedure is as follows.

Elected members:

- I. Chairperson
- II. Vice Chairperson
- III. General Secretary
- IV. Magazine Editor
- V. Arts Club Secretary
- VI. The Councilor elected to the General Council of the University Union (UUC)
- VII. One Student representing each degree course (Course Representatives)
- VIII. Lady Representatives (Two numbers)

- 1) Any member in the council can nominate another member of the council to any of the above-mentioned positions, seconded by another member. Only a member of the council can contest to a position in the college union.
- 2) Positions II and VIII are reserved for Girls.
- 3) Final year students are not allowed to contest to positions III and IV.
- 4) One can contest as course representative of a department in which she/he is enrolled.
- 5) If the number of nominations to a position is more than the number of vacancies then election is declared. Otherwise, the nominated persons declared as elected.
- 6) Election is conducted only to those positions in which more valid nominations are obtained than number of vacancies.
- 7) The election is conducted through secret ballot.
- 8) Only members of the students' council are allowed to vote.
- 9) Members have one vote to each position. [I-VI]

- 10) Only lady members are entitled to vote for the position of a Lady Representative. The lady voter can cast two votes for this position with no priority. Anyhow she can't cast two votes to the same candidate. If it happens so, only one vote is counted. If vote is casted for more than two candidates then the ballot is considered as invalid. However, the voter has the freedom to cast only one vote.
- 11) Course representative of a department is elected by the council members from the department among themselves.
- 12) A students' council member can contest to only one position in the College union executive.
- 13) The candidate who got the largest number of votes shall be declared as elected. In the case of lady representatives, the two candidates who got the largest and second largest number of votes are declared as elected. If there is a tie, the decision is done by taking a lot by the RO.
- 14) Students' councilors who were assembled as per the direction of RO should be in proper uniform and should possess college ID card. They are not allowed to leave the meeting before the election to the college union executive is over and with the permission of the RO.

5.10. Code of Conduct for Elections

1. No propaganda, meetings and other gatherings inside the college is allowed without the prior permission from the returning officer.
2. No person other than a student of the college shall participate in the propaganda, meetings and other gatherings inside the college.
3. Use of Loudspeakers, vehicle, animals for campaigning are prohibited.
4. Candidates 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 or any other means as part of their election campaign.
5. Any election campaign/propaganda/meetings in the college campus during the working hours of the college should not affect any kind of academic activities in the college. Candidates are prohibited from campaigning in Library, Labs and computer center.
6. 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.
7. Elected students' council members are allowed to campaign among themselves only after the results from all constituencies are declared.
8. 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.
9. Any campaign material including posters, notices, banners etc. should be ecofriendly and bio degradable.
10. Any campaign material or activities must not contain images or language that causes offence or that are misleading or defamatory.
11. Any campaign material such as WhatsApp messages or e-mails should not circulate in the name of College of Engineering Pathanapuram.
12. Any activity/campaign conducted through electronic or non-electronic material should follow the code of conduct. These include web pages, e-mails, social media, booklets etc.
13. Candidates are directed to follow a dignified manner in the campaign/propaganda/ meetings / canvassing. No candidate shall involve in activities which deform the opponent, create hatred or cause tension between any groups of students.
14. Use of any unfair means such as bribing, bullying, harassment or threats is strictly prohibited.
15. 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.