

Regulations relating to constitution and function of Students' Union of affiliated General Degree Colleges (Other than Autonomous and Govt. Colleges) under the University of Kalyani .

- U.Reg.(SU). 1.** (a) These Regulations may be called the Regulations relating to constitution and function of the Students, Union of all General Degree Colleges (other than Autonomous and Government Colleges) affiliated to the University of Kalyani .
- Short Title, Jurisdiction (b) The Regulations shall come into force immediately on being passed in appropriate manner by the University of Kalyani and shall replace the existing constitution, if there is any, relating to the Students' Union of the General Degree Colleges(other than Autonomous and Government Colleges) affiliated to the University of Kalyani .
- & Commencement (c) The name of the Regulations shall be "The Uniform Regulations of Students' Union of Affiliated General Degree Colleges (Other than Autonomous and Govt. Colleges)."
- U.Reg.(SU). 2.** Interpretation The provisions of other existing Regulations and the Rule(s) of the University, if be in conflict with these Regulations, shall stand modified in the light of these Regulations.
- U.Reg. (SU).3.** Definition (a) "Constitution" means the Constitution of the Students' Union of all General Degree Colleges as referred to under U.Reg. (SU) 1.
- (b) "Union" means the elected Students' Union of the college for a particular "Academic Session" to function without any political affiliation or influence whatsoever and includes the General Council as referred to under U.Reg(SU). 11 and the executive body as referred to under U.Reg(SU) .13 .
- Colleges having more than one shift/section (Morning and/or Evening Section functioning under the same Governing Body) shall have one Union representing the students of all shifts/ sections.
- (c) 'Session' means the Academic Year commencing from the 1st day of July of a particular year to 30th June of the succeeding year.
- (d) "Tenure of the Union" means the period extending from any day of an academic session to the end of the same.
- (e) "Constituency "means a particular stream of a particular year/class.
Explanation : i) 1st year BA Honours constituency comprises the students of all affiliated Honours subjects in Arts Faculty. Likewise, 2nd year B.Sc. General (inclusive of Pure and Bio) is one constituency. B.Com Honours inclusive of Finance, Marketing etc. is one constituency.1st year MA/MSc. is also one Constituency.
ii) 1st year BA General (inclusive of all sections in B.A. General Course and all affiliated General Subjects) is also one constituency.
- (f) "Principal" means Principal or Teacher -in-Charge of the College.
- (g) "Elected representative" means a regular student duly elected from a particular constituency for one academic year.

- (h) "Teacher" means all regular teachers, part-time/ contractual lecturer and other persons engaged by the Governing Body of the College for imparting teaching .
- (i) " Regular student " means duly enrolled and registered student of an affiliated college studying in U.G/P.G courses other than Certificate/Diploma Courses and all courses in Distance Mode .

Explanation :

For 1st year UG/PG classes, a 'regular student' means the student who had paid at least one month's tuition fee along with all annual charges payable at the time of admission/re-enrollment .

For 2nd year UG/PG classes, a 'regular student' means a student who has cleared the first terminal examination of the University(Part I or Semester I & II) completely or partly but has been allowed to continue in 2nd year as per University Rules and thus taken admission/been re-enrolled in the 2nd year by clearing one month's tuition fee along with the session charges admissible during admission and/re- enrolment fee, whatever so required.

For 3rd year UG classes, a regular student means a student who has cleared the second terminal examination of the University(Part I & II) completely or partly but allowed to continue in 3rd year as per University Rules and has paid at least one month's tuition fee along with session charges admissible during admission and/or enrolment , whatever so required.

The matter of waiving fees under special circumstances could, however, be made workable by way of special order from the State Govt. vis -à-vis the University.

U.Reg (SU) 4.

- The Aims and Objects of the Students' Union shall be -
- (a) to bring unity among the students and safeguard their rights.
 - (b) to promote discipline, sense of responsibility, integrity and fraternity among the students, nurturing academic, scientific, cultural and social interest and outlook amongst them.
 - (c) to aid, help and facilitate the study of needy and poor students, specially coming from the disadvantaged sections of the society .
 - (d) to foster healthy and cordial relation with the teaching and non -teaching staff members of the college.
 - (e) to work in favour of upholding the principles of Democracy, Secularism, Patriotism and National Integrity.
 - (f) to encourage participation in fight against superstition, obscurantism, communalism, secessionism and all sorts of social evils.

U. Reg (SU). 5.

- The students' Union shall specifically be engaged in the following activity areas :
- (a) to organize Quiz, Debates, Symposia, Science Fairs, Academic Lectures (including popular science) by eminent teachers/experts in the respective fields.
 - (b) to organize recitation, musical and cultural programmes of moral standing.

- (c) to publish college magazine and Wall Magazines containing articles contributed mostly by the existing students. Some intuitive articles from eminent personalities may also be published with permission of the Principal
 - (d) to organize common room activities, indoor and outdoor games in the college.
 - (e) to organize Annual Sports and other games and sports activities throughout the year.
 - (f) to work for the distressed persons during natural calamities
- U.Reg. (SU) 6.**
- (a) Every student of the college shall be a member of the Union. For Foreign Student, he/she must have valid Passport and Visa.
- Membership and fees
- A member shall be entitled to cast vote or contest in the election of the Council, provided he/she has cleared the prescribed session charges and at least one month's tuition fee of the college and no disciplinary action has been taken against him/her by way of suspension.
- (b) Every member shall be liable to pay the Union fees and Session Fees as may be prescribed by the college from time to time.
- U.Reg. (SU) 7.**
- Rights of a member
- Unless otherwise provided-
- (a) every member shall have equal rights in the activities of the students' Union irrespective of caste, creed, race, religion or sex
- (b) every member shall have the right to elect and seek vote for the Council/ Students' Union.
- U.Reg. (SU) 8.**
- (a) A member who does not appear at or does not come out successful in the University examination which are due to him consecutively for two years, shall be disqualified to contest the election and/or to hold the office of the Union.
- (b) A member who is suspended by the college or expelled from college/university examination or found guilty in the Report Against cases by the University shall be disqualified to contest election and/or to hold office of the Union.
- (c) For Foreign students- expiry of visa period to stay in India makes him/her ineligible for contesting elections and/or holding office of the Union.
- U.Reg.(SU) 9.**
- Cessation of Membership
- Unless otherwise provided for these Regulations, a student shall cease to be a member as well as office bearer of the Union, if and when
- (a) he/she is in default of session charges and tuition fee for at least one month, if not otherwise exempted.
- (b) appears at the Part III Examination of the university and his/her result is published. The result of the Part-III Examination of the University is published which he/she appeared at.
- (c) he/she is found to be admitted in other college taking transfer from the parent college,

- (d) he/she is subject to any disciplinary action taken by the college/University authority.
- (e) he/she is convicted of any criminal offence in any court of law.
- (f) a Foreign students' valid visa period to stay in India expires .

U. Reg. (SU) 10.

Term of office
of the Elected
Members

The term of office of the elected members of the Executive Body of the Students' Union shall be upto 30th June every year. After that the Executive Body and all departmental committees will be treated as a caretaker body and will function under the overall guidance of the Principal of the College till notification of the date of election of the next body of the Students' Union is announced.

U. Reg. (SU) 11.

Composition
and functions
of the Council

- (i) The General Council of the Students' Union shall consist of the following-
 - (a) President
 - (b) Vice President
 - (c) General Secretary
 - (d) Assistant General Secretary / Joint Secretary
 - (e) Treasurer
 - (f) Secretaries of different sections, viz., Sports, Cultural, Magazine etc.
 - (g) Class Representatives
- (ii) The Council shall elect the office bearers in the first meeting of its term of office and such office bearers shall assume charge of respective offices immediately. This meeting shall be convened by the President of the Union within 10 days of the election of class representatives.
- (iii) In the aforesaid first meeting of the Council, all sectional Sub-Committee shall be formed. Besides the General Secretary and the concerned Sectional Secretary, each of such Sub-Committee shall consist of four other elected members of the Council, one of them must be a girl student in case of co-educational college. The functions of each such Sectional Sub-Committee shall be supervised by a teacher of the college nominated by the Principal as Sectional President.
- (iv) In the event of a vacancy arising for whatsoever reason in any office of the Union, the President shall call a meeting of the Council to elect new office bearer.

U. Reg. (SU) 12.

Meeting of the
General Council

- (i) The General Council comprising all the elected class representatives shall be the highest body and will take all policy decisions regarding smooth functioning of the Students' Union. The Council in its first meeting convened and presided over by the President, normally within 10 days of the election of class representatives, will elect office bearers and form Sub-Committee.
- (ii) At least one meeting shall be held in every 3 months for the Council as well as for the Sectional Committee. Minutes of such meetings shall be kept by the concerned Secretaries.
- (iii) The Budget for the year shall be presented by the General Secretary before the Council within 45 days of the first meeting of the Council. The presentation of the budget shall require prior consent of the President.
- (iv) Proposals regarding financial matters, if any, not provided for in the budget, must be placed in the same manner as in the case of budget, through the General Secretary.

- (v) The Council will decide any matter by vote (by simple majority) whenever differences would arise. All the members must abide by the decision of the Council.
- (vi) Any proposal other than budget and financial matters may be placed by any member of the Council for consideration in the meeting.
- (vii) A member must give 72 hours' clear notice to the General Secretary so that the proposal may be put up in the Agenda Paper.

In emergency circumstances, a proposal may also be placed before the Council even if that is not included in the Agenda Paper, with due consent of the President.

- (viii) An emergency meeting may be called by the President on 24 hours' notice if he/she considers that emergency circumstances have arisen.
- (ix) A requisition meeting of the Council may be called by the President within a week on receipt of a petition signed by at least fifty per cent of the total elected members of the Council.
- (x) Unless otherwise provided in these Regulations, all meetings of the Council will be called by the General Secretary and those of the Departmental Committees by the concerned Sectional Secretaries with prior permission of the President or the Teacher-in-Charge of the respective section of the Union. At least three days' notice shall be given for ordinary meetings. Extra-ordinary meetings may be convened on 24 hours' notice by the General Secretary after having consent of the President.
- (xi) All resolutions of the Council and the Departmental Committees will be considered as adopted if the majority of the members present in the meeting vote for them and are duly signed by the President declaring them as passed.
- (xii) The quorum to hold a meeting of the General Council/Departmental/Executive Body should be 1/3rd (One-third) of the total no. of members of the respective body plus(1)One .

U. Reg. (SU)13.
Executive Body
and
Sectional/
Departmental
Committees

- (i) The Executive Body of the Students' Union shall consist of the following office bearers:
 - (a) President
 - (b) Vice President
 - (c) General Secretary
 - (d) Treasurer
 - (e) Assistant General Secretary / Joint Secretary
 - (f) Secretaries of different Sectional Committees
- (ii) There shall be the Secretaries of the following Sections or Departments-
 - (a) Cultural
 - (b) Games and Sports
 - (c) Magazine and Literary
 - (d) Bijnan Parisad
 - (e) Students' Welfare and Social Service (inclusive of Students' Aid Fund)
 - (f) Common Room (Two Secretaries -one each for Boys and Girls respectively in case of Co-educational College)

- (iii) Each Sectional/Departmental Committee shall be constituted with one teacher (nominated by the Principal) , the General Secretary, the Departmental Secretary and four other ordinary members including Assistant Secretary, provided that at least one of the members shall preferably be a girl student for a co-educational college.
- (iv) The Sectional Secretaries shall carry out the day to day activities of their respective Sections/Departments and shall be responsible to the Council in particular and to the students in general for their actions.
- (v) In case, any Sectional Secretary is removed from his/her office or the office falls vacant due to any reason, the Assistant Secretary shall perform the duties of the Sectional Secretary for the unexpired portion of the term of office of the concerned Sectional Secretary.
- (vi) The Executive Body of the Students' Union shall meet at least once in a month excluding the periods Summer Recess and Puja Vacation.

U. Reg. (SU) 14.
Funds

The funds of the Union shall be built up with the amount of fees for Students' Union collected from the students and it shall be limited to the amount so collected for one year only for which the Council is to function. Unutilized funds, if there be any, can in no way be diverted to other ends and shall be transferred to the 'Students' Welfare Fund' of the College after notification of the date of election of the Students' Union for the next session.

U. Reg. (SU) 15.
Budget and Accounts

- (a) The Annual Budget for the year shall be prepared by the General Secretary, in consultation with the Treasurer and the Sectional Secretaries, for allocating funds from Union fees to meet expenditures under different heads including emergency expenditure.
- (b) Like other funds of the college the fund of the Students' Union shall be operated and maintained through a separate Bank Account in the name of "Students' Union Fund" of the college under the control of the Principal. On written appeal from the General Secretary, Principal shall release fund for specific purpose. The General Secretary and the Treasurer shall be held responsible for all expenditures of the Union.
- (c) The Sectional Secretaries, after allocation of fund, may draw amounts jointly with the General Secretary. The Sectional Secretaries shall keep proper accounts of expenditure of their sections and shall submit the same, supported by proper vouchers - duly counter-signed by the General Secretary and the Treasurer, to the respective Teacher -in-Charge, who after verification shall forward the same to the President/Principal.
- (d) The President shall cause an audit to be made for all such accounts by the Bursar of the College, in absence of Bursar by any Senior teacher of the college who may be so appointed by the Principal. The General Secretary and Treasurer shall be jointly and severally responsible for maintaining Accounts of the Students' Union and shall submit the Audited Accounts of expenditures of the Union before notification of the date of Election of the Students' Union for the next session or immediately after full utilization of fund whichever is earlier , to the Principal.

U. Reg. (SU)16.
The President
and his/her functions

- (a) The Principal of the college or the Head of the institution, by whatever name called, shall be the ex-officio President of the Union.

The President shall ordinarily preside over the meetings of the Council. A resolution shall not be considered as passed by the Council unless it is duly signed by the President.

- (b) The President shall convene the first meeting of the newly elected Council within stipulated date and shall preside over the meeting. In other cases the Principal may nominate one of the senior teachers of the college to preside over the meetings on his/her behalf.
- (c) In case of difference of opinion on any issue, the President may request the Council to re-consider the proposal. In case of stalemate situation over any such issue, the President shall refer the matter to the Governing Body of the college for final decision within one month.

The President shall have no right to vote except in the case of a tie.

- (d) In an emergency situation precipitating a crisis leading to the violation of the constitutional obligations, the Principal as President may suspend, prorogue or dismiss the Council with prior approval of the Governing Body of the college and due information to the University.

U. Reg. (SU) 17.

The Vice President and his/her functions

- (a) The Vice-President shall be elected by the Council From amongst its elected members in the first meeting of the Council convened and presided over by the President.
- (b) The Vice-President shall assist the President in conducting the meetings of the Council. The Vice-President may preside over a meeting of the Council with the consent of the President if necessary and will conduct the meeting. Any resolution passed in such a meeting would have to be duly approved and signed by the President of the Council, otherwise, it shall not be considered as finally and validly passed.

U. Reg. (SU) 18.

Teacher-in-Charge and his/her functions

- (a) There shall be one Teacher-in-Charge for each department/section of the Union. He will be nominated from amongst the teachers of the college by the Principal in consultation with the Teachers' Council. He will supervise the respective sectional activities and act as the President of the Departmental Committee.
- (b) All resolutions of the Departmental Committee shall be duly approved and signed by the Teacher-in- Charge of the respective department before they are declared as adopted. The Teacher-in-Charge may take part in deliberations of the Departmental meetings but he shall have no right to vote.

U. Reg. (SU) 19.

The General Secretary and his/her functions

- (a) The General Secretary shall be the Executive Head of the Union and shall be elected by the Council from amongst its elected members in the first meeting of the Council convened and presided over by the President.
- (b) He/She shall carry out the day to day functions of the Union and shall be responsible to the members of the Council in particular and to the Students of the college in general for activities of the Council.
- (c) He/She shall not be removed from the office during his/her tenure of office except in special circumstances leading to gross violation of the norms of the Constitution, defalcation of funds or in the event of his/her being subjected to the provision of disqualifications referred to elsewhere in the Regulations and in such a case the President shall give

his recommendation to the Governing Body of the College, which shall be the final authority to decide the issue.

U. Reg. (SU) 20.
The Assistant
General Secretary/
Joint Secretary and
his/her functions

- (a) The Assistant General Secretary or Joint Secretary shall be elected by the Council from amongst its elected members. If there is more than one shift in the college, he/she will be elected from the shift other than the one from which the General Secretary has been elected and in such a case, his election shall be taken up after the election of the General Secretary is completed.
- (b) The Assistant General Secretary shall assist the General Secretary in discharging his/her duties and will perform the duties of the General Secretary in his/her absence.
- (c) When the office of the General Secretary falls vacant by any reason, the Assistant General Secretary shall assume the office of the General Secretary and discharge the duties of the General Secretary for the rest of the period of his/her tenure of office. The Assistant General Secretary performing the duties of the General Secretary shall not be entitled to attend the meetings of the Governing Body of the College.

The Assistant General Secretary may be removed from the office under the circumstances and in the manner as referred to in U.Reg.(SU) 19 of these Regulations.

U. Reg. (SU) 21.
The Treasurer
and his/her
functions

- (a) The Treasurer shall be elected by the Council from amongst the elected representatives at the first meeting of the Council convened and presided over by the President
- (b) The Treasurer shall be jointly responsible with the General Secretary for all expenditures of the Students' Union. He/she shall coordinate amongst the General Secretary and the Sectional Secretaries regarding maintenance of accounts for the expenditures of Union activities keeping records for audit of accounts by the Bursar of the College a senior teacher as referred in U.Reg.(SU)15.(d) .
- (c) The Treasurer may be removed from the office under the circumstances and in the manner as referred to in U. Reg. (SU) 19 of these regulations.

U. Reg. (SU) 22.
Election Commission

- (a) There shall be an Election Commission in respect of every college consisting of the members to be constituted as under :
 - (i) The Principal / Teacher in charge - Chairman
 - (ii) One Teacher to be nominated by the Principal /TIC from among the permanent Teachers not necessarily a G.B Member and approved by the Governing Body.
 - (iii) One Teacher who shall be a member of the Governing Body to be nominated by the Principal/TIC and approved by the G.B
 - (iv) One member of the Non-Teaching staff who shall be the member of the Governing Body of the college, to be nominated by the Principal/TIC and approved by the Governing Body .
- (b) The Teacher member so nominated under U.Reg.(SU) 22. (a)(ii) will act as the Returning Officer
- (c) The Chairman of the Election Commission shall announce through Notification the name of the Returning Officer and the date of election atleast 14(Fourteen) working days prior to the date of election .

- (d) The Commission shall fix up dates and time table of election to the Council of the Union as per provisions envisaged in the Regulations.
- (e) The Commission shall be responsible for proper conduct of the election and resolve dispute, if any, regarding holding of election by appropriate action as it may deem fit and proper.
- (f) The tenure of the Election Commission shall be one academic year. If any member of the Commission resigns or the position falls vacant for whatever reason, the vacancy shall be filled up by another member of staff of the concerned category nominated by the Principal/Teacher -in-Charge in consultation with the President of the Governing Body of the college.

U. Reg. (SU) 23.
Election Procedure

- (1) All the elections under these Regulations shall be held in accordance with simple majority voting system and through secret ballot.
- (2) The Returning Officer shall appoint Presiding Officer(s) and other Polling Officers to assist the Presiding Officer in conducting the polls, from amongst the Teaching and Non - teaching staffs of the college.
- (3) The Returning Officer shall publish through Notification and by displaying in the college Notice Board and in the college website, if any, the Draft Electoral Roll prior to 14(Fourteen) working days of the date of election. Any objection regarding omission/inclusion/ deletion of name in the Electoral Roll shall be entertained within 2(two) working days of the date of publication of the Draft Electoral Roll after which no objection shall be entertained .
- (4) i) The Election Commission shall cause the Returning Officer to publish the following through notification and by displaying the same in the college Notice Board and college website ,if any, at least 10(ten) days before the election, fixing the date, time, place and other particulars for -
 - (a) Final Electoral Roll
 - (b) Proforma / Specimen Copy of Nomination paper
 - (c) Submission of Nomination papers
 - (d) Scrutiny of Nomination papers
 - (e) Publication of the list of valid Nomination papers in alphabetical order of the first names in English spelling.
 - (f) Withdrawal of Nomination Papers
 - (g) Publication of the list of contesting candidates
 - (h) Date and hours of Polls
 - (i) Date and hours of counting
- ii) Allotment of total number of class representatives for each constituency will be as follows :
 - (a) Regular students between 01 to 50 =1
 - (b) Regular students between 51 to 100 =2
 - (c) Regular students between 101 to 150=3
 - (d) Regular students between 151 to 200=4
 - (e) Regular students between 201 to 300=5
 - (f) Regular students between 301 or 400=6
 - (g) Regular students between 401 or 500=7
 - (h) Regular students of 501 or above=8
- (i) However if in any constituency the total no.of students is less than 10 (ten) no election be held to elect class representatives but one member be nominated as a class

representative (without voting right) on the basis of the recommendation of the executive body after formation of Students' Union .

(h) For Coeducation College, in different constituencies atleast one candidate shall be a regular girl student where the total no. of class representatives exceeds 3 (Three) .

(iii) The Election Commission at any point of time considering the exigency can alter the programme and should be duly notified by the Returning Officer.

The detailed procedure of Election, Polling and Counting shall be determined by the Election Commission, which should be duly notified beforehand by the Returning Officer.

(iv) The Election Commission shall dispose of all matters relating to any objection raised or clarification sought for by any student in regard to election matters;

Provided that, in case the Election Commission fails to resolve any dispute or prefers to refer any such matter to the Governing Body, the decision of the Governing Body shall be final and binding.

(v) The proforma of nomination paper will be given in the College website,if any, and college notice board. No nomination paper will be issued from the Returning Officer's end. It should be collected from the above sources.

If in any case of intimidation and/or threat from any quarter to any intending candidate is reported and found to be correct, the Election Commission, in extreme cases, shall have the authority to arrange for issue of specimen copy of Nomination paper and submission thereof with the help of State administration.

(vi) The name of the contesting candidate should be duly proposed and seconded by a valid voter of the same constituency. A valid voter shall be eligible to propose and second not more than 2(two) names as candidates of his/her constituency.

(vii) Filled in Nomination Paper/Papers should be submitted personally by the candidate. After submission of nomination paper/papers, receipt must be issued by the Returning Officer to him/her . At the time of submission of nomination paper, the candidate must deposit his/her Fee Book and Identity Card along with those of the proposer and seconder to the Commission, which would be returned in due course .

(viii) Nomination paper after submission is to be scrutinized by the Election Commission. Candidates will not be allowed during scrutiny. If any nomination paper is found invalid by the Commission, the concerned candidate will be given an opportunity to know the causes but the decision of the commission shall be final.

(ix) A draft list of valid candidates after scrutiny is to be published. Such list must bear the name, roll number and the constituency of the candidate. The list must be signed by the Returning Officer and shall be displayed in the College Notice Board and in the College website ,if any.

- (x) The final list of valid candidates shall be published after the last date of withdrawal of candidature. Such list must bear the name, roll number and the Constituency of the candidate. The list must be signed by the Returning Officer and be displayed in the College Notice Board and in College Website, if any.
- (xi) After scrutiny if the number of valid nominations are found not to exceed the number of seats to be elected in the Constituency, the valid names of candidates shall be declared elected as uncontested by the Election Commission. Such elected candidates shall enjoy, without any prejudice, full right and privileges of a duly elected representative.
- (xii) In the elections envisaged under these Regulations, the forms of Nomination (Form No. I) and withdrawal of candidature (Form No. II) appended to these Regulations shall be used. All other necessary forms relating to holding of elections shall be prescribed by the Election Commission.

U. Reg. (SU) 24.
Conduct of
Polling

- (a) Excepting the voters, no one without a valid pass /letter of authority from the Election Commission shall enter the college premises on the date of election.
- (b) Vote will be cast according to the Electoral Roll of the constituency. Voters shall leave the college premises immediately after casting of votes. Either the candidate or his/her agent (who shall be a valid voter of the constituency) can only be present. Candidate or his / her agent must enter the specified class room at least 15 minutes before the commencement of polling.
- (c) The ballot paper should be marked by cross (X) sign by using ball pen (blue / black colour ink) for casting vote.
- (d) The identification proof for the student voters would be the Fee Book (Current year) plus Studentship Identity Card (with photo) or the Registration Certificate (with Photo) issued by the University.
- (e) On the day of election the presence of University observer is mandatory . On the day of submission, scrutiny and withdrawal of nomination papers the presence of University observer at the college is advisable. He will be nominated by the University Authority . He / She should submit a report to the University Authority. A copy of the same to be sent to the Principal / TIC of concerned college.

U.Reg.(SU) 25.
Counting
of Votes

- (a) Counting of vote shall ordinarily be held after the polling of all constituencies are over in presence of the contesting candidates or their authorized agents (who should be the voters of the same constituency). The Returning Officer may fix any other room and time for counting, but that should be duly notified earlier.
- (b) The Counting Officer / Presiding Officer / Polling Officer will start counting with permission from the Returning Officer in presence of the contesting candidates or their authorized agents. The appeal for recounting should be made to the election commission in writing and the decision of the election commission in this regard shall be final and binding upon all. In case of tie between two or more candidates the decision shall be by drawing of lots by the Returning Officer before the candidates and member of commission.
- (c) In case of any dispute while conducting the poll and counting of votes, the decision given by the Returning Officer shall be final and binding. A valid vote in ballot paper must bear clear intention of voting in favour of a candidate; any ambiguity shall make the ballot invalid.

(d) After receiving the results from the Presiding / Counting Officers in different classrooms, the Returning Officer shall notify the names of the candidates, who are being declared elected from different constituencies and will issue a certificate to the winning candidate immediately.

U. Reg. (SU) 26.

Law and order
of the Campus

(a) For the sake of safety and security of college property, teaching and non-teaching staff, students and for overall Law and Order, the Principal and the Election Commission shall have the full authority to seek help from the State administration. Any instance of acute lawlessness or commission of criminal offence shall instantaneously be reported to the police by the Principal of the college and he/she shall take appropriate steps, as suggested from the State administration, in consultation with the Election Commission.

(b) Canvassing in any form should be conducted in a peaceful and orderly manner within the time stipulated by the Election Commission. There should be no election related permanent poster / wall writing / festoon/ banner within the college campus. Candidates may put up hand written removable posters at designated places, assigned by the Election Commission. The Principal / Election Commission /College authority shall in no way be blamed in case of defacing of the same by miscreants. For canvassing or holding any meeting in the college premises prior permission from the Principal/TIC of the college must be taken. Campaigning/ canvassing in all forms must be completed before 48 hours of the polling date. There shall be no Campaigning /c anvassing on the polling date.

(c) During campaigning there shall be no appeal to foment communal feelings for securing votes. No candidate shall indulge in, nor shall abet, any activity, which may create mutual hatred between different groups of the students. Criticism of other candidates shall be confined to policies and programmes and shall refrain from private life. Criticism based on false allegations or distortion of facts shall be avoided.

U. Reg. (SU) 27.

Arbitration

Vice-Chancellor or his nominee at any point of time can intervene in the process of election in a college either on receipt of complaint regarding any violation or if it is referred to him for his opinion on any dispute when it is not solved at the college level.

U. Reg. (SU) 28.

Extraneous
Matter

If there is any court case countermanding or temporary suspending the election process of Students' Union and if such court case is not disposed of within 6 months from the date of voting, the Principal shall have the right to form a students' body for functioning activities and this should be ratified by the Governing Body of the college. That nominated body would automatically dissolve with the formation of elected Students' Union. Such nominated body will have a maximum term of 6 months and could however be renewed with approval from the Governing body of the college. The nominated Secretary will not however be able to take part in Governing body meetings.

U. Reg. (SU) 29.

Suspension/Prorogation
Dismissal of The
Council

The term of office of the elected members of the Students' Union shall be upto 30th June every year. However the existing Students' Union will function as caretaker Students' Union under the overall guidance of the Principal/TIC of the college till the date of election of the next body of the Students' Union is announced.

The Principal/TIC with approval of the Governing Body of the college may suspend, prorogue or dismiss the Students' Council temporarily or for the whole period of the tenure if he/she is satisfied beyond doubt that-

- (a) The Council has been acting contrary to the provision(s) of the Regulations; or
- (b) The Council is unable to carry out its function owing to internal disturbances. The Principal shall forthwith report any such action taken to the University immediately.

U. Reg. (SU) 30.

Decision on
Doubts and
Disputes taken
by the Executive
Council of the
University of Kalyani

If any doubt or dispute arises as to the interpretation of intention of any of the provisions of these Regulations, or if any difficulty arises on an issue not covered by these Regulations, the matter shall be referred by the President of the Union to the Executive Council of the University of Kalyani, which shall take appropriate measures for resolving the difficulties or settling the dispute and the decision taken by the Executive Council shall be final and binding.

**NOMINATION PAPER FOR THE ELECTION OF C.R.
(Reserved / Unreserved)**

Election of the Students' Union of College/ Mahavidyalaya

Constituency Year, Class, Roll No./ID No.

The Candidates' Name (in English and in Block letters)

.....
(First Name) (Middle Name) (Surname)

The Candidate's Serial Number in the Electoral Roll

The Proposer's Name (in English and in Block Letters)

.....
(First Name) (Middle Name) (Surname)

Class Roll No.

The Proposer's Serial Number in the Electoral Roll

Declaration by the Proposer :

I hereby propose that be a candidate for the above election.

.....
Signature of the Proposer (in full) with date

The Seconder's Name (in English and in Block Letters)

.....
(First Name) (Middle Name) (Surname)

Class Roll No.

The Seconder's Serial Number in the Electoral Roll

Declaration by the Seconder :

I hereby second that be a candidate for the above election.

.....
Signature of the Seconder (in full) with date

Declaration by the Candidate :

I hereby declare that I signify my assent to be a candidate for the above election.

.....
Signature of the Candidate (in full) with date

FOR OFFICE USE ONLY

The nomination paper is duly scrutinized and found valid/invalid

.....
Signature of the Returning Officer with date

NOTICE ON WITHDRAWAL OF CANDIDATURE

Election of the Students' Union of College / Mahavidyalaya

Constituency Year, Class

I,, a candidate at the above mentioned election do hereby give notice that I withdraw my candidature at the said election

.....

Signature of the Candidate (in full) with date

Class Roll No.

The Candidate's Serial Number in the Electoral Roll

The Notice of withdrawal of candidature of Sri/Smt. of class is delivered to me by the Candidate personally on (date) at (hour).

Returning Officer