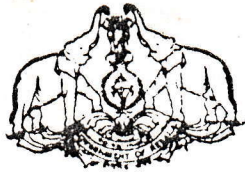


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GOVERNMENT OF KERALA

KERALA STATE POLYTECHNICS
STUDENTS UNION--CONSTITUTIONS
ELECTION APPROVAL



DEPARTMENT OF TECHNICAL EDUCATION
KERALA

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8) The patron or his representative and Hon Treasurer may attend any of the meetings of the students council or bodies constituted thereunder.

9) Any question of dispute arising under this constitution with regard to its provision, content, interpretations on the processure laid down between any members of the Committee should be determined by the Executive Committee. The decision of the Executive Committee shall be final in all such cases but an appeal can be filled to the patron.

10) The general Body of the K.S.P.SU can amend this constitution. But for such meetings 14 days notice should be given and can be amended only with 2/5 majority.

POLYTECHNIC STUDENTS UNION

1) Each member institutions shall have a Polytechnic Students Union" duly constituted as prescribed hereunder the achieve the general objectives of the Kerala State Polytechnic Students Union.

2) Membership: All the students of the Polytechnic shall be members of the Union. They shall have the right to vote and contest in all the Elections to the Polytechnic Union.

3) Terms: The tenure of office of the Polytechnic Union shall be one academic year.

4) Funds: The Institution shall have a Union fund collected among with tution fees from the students of the Institution.

5) Associations:-

(a) The Polytechnic may have one or more Associations subordinated to the Polytechnic students Union according to the different engineering branches.

(b) The Polytechnic Union may also organise various forums or clubs, like social Service league, Planning Forum etc.

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~~6~~ (6) Executive Committee

The Polytechnic Union shall have an executive committee consisting of :

- (a) The Chairman.
- (b) 2 Vice Chairman
- (c) The General Secretary
- (d) The Councillor to the State Polytechnic Students Union.
- (e) Magazine Editor.
- (f) Arts Club Secretary.
- (g) General Captain.
- (h) One member representing the students of each branch of each class (1st, 2nd 3rd year Diploma Course be elected by the students of the respective classes from among themselves.
- (i) The Hon. Treasurer and staff Adviser (ex-officio)
- (7) The Chairman.

The Chairman shall be elected by and from among the students of the Institution, The Chairman shall preside over all meetings and other functions of the union and regulate and control the meetings. In the absence of the Chairman the Vice Chairman shall preside at the meeting. If both the Chairman and Vice-Chairman are about, the members present shall elect one from among themselves as the Chairman for the meeting.

(8) Two Vice-Chairman:

There shall be two Vice-Chairman elected by and from among the students of the Institution. In mixed Institutions, One Vice-Chairman shall be a lady student. (In Women's Polytechnic only one vice-Chairman will be elected)

The Vice-Chairman shall perform the duties of the Chairman in his/her absence or as per the requests of the Chairman.

(9) General Secretary:

The General Secretary shall be directly elected by and from among the students of the Institutions. He shall issue notice for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all Union Activities. The General Secretary shall take steps to carry out the decision of the Executive Committee and shall be custodian of all records relating to the Union.

10. Councillor to the Kerala State Polytechnics Students Union.

The Councillor to the Kerala State Polytechnic Students Union shall be elected directly by and from among the students of the Institution.

The Councillor elected by the students will represent the Students of the Polytechnic in the Kerala State Polytechnic Students Union.

11. Magazine Editor. The Editor of the Polytechnic Magazine shall be elected directly by and from among the students of the Polytechnic. No student of the Final year class shall be eligible for election as the Editor of the Polytechnic Magazine. The Editor shall be responsible for the publication of the Polytechnic Magazines. There shall be an editorial board to help the Editor in the discharge of his duties. The Editorial Board shall consist of:

- a. The Principal.
- b. The Editor (Convener)
- c. The Chairman of the Polytechnic Union.
- d. The General Secretary of the Polytechnic Union.
- e. Three student members to be nominated by the executive committee, of Polytechnic Union and
- f. Two staff members to be nominated by the Principal.

12. Arts Club Secretary:

The Arts Club Secretary shall be elected directly by and from among the students of the Institution. It shall be his duty to organise activities for prompting the artistic talents of the students of the Institution.

13. General Captain:

The General Captain shall be nominated by the Executive Committee from among the students of the Institution. He shall organise activities in the field of sports and games with the help of the General Athletic Committee constituted by the Principal.

14. Secretaries of Association:

Each association shall have a Secretary elected by the members of the Association from among themselves, who shall organise its activities. The Head of the Department concerned shall be the President of the Association.

15. The Hon. Treasurer:

The Principal of the Institution shall be the patron and Hon. Treasurer of the Polytechnic Union. He can depute a staff member to perform his duties in his absence or if he so desired. The hon. Treasurer shall be an ex-officio members of the Polytechnic Union Executive Committee without voting power.

16. It shall be competent for the Principal to nominate a senior member of the teaching staff of the Institution as the staff adviser of the Polytechnic Union. The staff Adviser shall be an ex-officio member of the Executive committee without voting power.

17. Accounts:

The funds of the Polytechnic Union shall be held by the Hon. Treasurer. Expenses of the Union activities shall be met from this fund with the prior sanction of the executive committee, except on occasion of emergency; The Hon. Treasurer shall cause to keep regular accounts of the incomes and expenditure of the Union.

18. Meeting.

(a) The Executive Committee shall meet at least one in two months. For all ordinary meetings, there shall be a notice of three clear working days, urgent meetings can be convened if required. The quorum of all meetings shall be not less than one half of the total members of the committee.

(b) In all matters concerned with the College Union the final decision rest with the Executive Committee but an appeal shall write to the patron when there is a dispute.

19. Elections:

(a) On a date fixed by Director of Technical Education not later 15 days after the completion of admission to the students in all class.

(b) The elections to the Polytechnic Union shall be conducted in accordance with the provisions framed by the General Body of the Kerala State Polytechnic Students Union with the approval of the patron.

(c) If any of the elected office bearers of the Polytechnic Union other than the councillor to the K.S.P.S.U., resigns, or leave the Institution by any means a member of the executive shall be nominated by the principal on the recommendation of the Executive Committee the patron can take a final decision to nominate the member.

(d) The Executive Committee shall take decision by simple majority at its meeting and the Chairman shall have a casting vote in case of a tie except in the case noted in the clause 19 (c) above.

20. Functioning:

(a) The Polytechnic Union Executive Committee shall formulate the general Policy and also guide the activities of the Union. It shall prepare at the beginning of each academic year an annual financial estimate for all activities of the Union and subordinate Associations or Clubs.

RULES FOR THE CONDUCT OF ELECTIONS TO THE POLYTECHNIC UNIONS

(Framed under Art.V. Clause 20 (b) of the Constitution of Kerala State Polytechnic Students Union).

(1) Exempt as otherwise exempted by the Directorate, the conduct of all elections in the Polytechnics under the Directorate of Technical Education shall be held in one day Provided hereunder.

(2) The Returning Officer:- The Principal of the Institution of a senior member or the staff appointed by the Principal shall be the Returning Officer for all union elections held in the Polytechnic. He may appoint the required number of staff to assist him in the conduct of election.

(3) Electoral rolls:- The Returning Officer shall maintain electoral rolls to elect candidates at any Elections showing the names of students qualified to vote thereat, serially numbered with details of their class and branch etc. This will be published for the information of the students. Copies will be available to the candidates.

(4) Eligibility to take part in Elections:

(i) The names of all the students who are on the admission register of the Polytechnic on the date of publication of the election notification shall be included in the electoral rolls shall be entitled to participate in the elections.

Provided however that any student whose names is subsequently removed from the admission register and thereby ceases to be student before the date of election, shall be struck off from the electoral rolls.

(ii) The returning Officer shall make any correction, alternation or deletion in the roll provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alternation or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original rolls.

(5) Notification of Election: The Returning Officer shall under the direction from the Director notify the election to the students, simultaneously causing it to be displayed in the College notice boards. The notification shall contain the programme of the election giving the following details.

- (i) Date of Notification - 10 clear working days before election.
- (ii) Date of publication of the Electoral Rolls - Within 24 hours from the date of the notification.
- (iii) Last date and hour for receipt of nomination. - Within 3 clear working days from the date of notification.
- (iv) Scrutiny of nominations- 3 P.M. on the same day fixed and publication of the list of valid nominated candidates. for receipt of nomination.
- (v) Last date and hour fixed-3 P.M. on the succeeding days. withdrawal of nomination and publication of the final list of candidates.
- (vi) Date and hour fixed for the poll - 10 A.M. to 1 P.M. to clear working days from the date of publication of the notification of the election.
- (vii) Date and hour for scrutiny and counting of votes. - To start at 2 P.M. on the day fixed for the poll itself.

(6) Nomination of Candidates: Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (Specimen for appendix) and shall be made by an elector in writing and shall be secured by the consent of the nominee agreeing to serve on the body, if elected. The nomination paper in sealed covers must be caused to be deposited in a box kept by the Returning Officer in his office, within the date and hour fixed for the purpose.

(7) Scrutiny of nominations:

(i) All nomination papers deposited in the box provided for the purpose shall be scrutinised by the Returning Officer at the hour on the date prescribed. The candidate or his authorised agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

(ii) The Returning Officer shall examine the nomination Papers and shall decide all objections made to any nomination paper. No nomination paper shall be rejected on technical grounds.

(8) List of candidates validly nominated: A list of candidates with their names, class, subjects, etc. whose nominations have been declared valid shall be published by affixing the same on the notice boards in the Polytechnic.

(9) Withdrawal of candidature: Any candidates may withdraw his candidature by notice in writing signed by him and delivered in person or by messenger who is one of the electors to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for renomination as a candidate for the same election that academic year.

(10) Final list of candidates: The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, subject etc.

(11) Declaration of election of validity nominated candidates.

i. If the number of candidates validity nominated and not withdrawn does not exceed the number of vacancies to be filled by election such candidates shall be declared to have been duly elected.

ii. If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person/s as the case may be to fill the remaining vacancy(ies)

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.

12. Voting: (1) Voting shall be by secret ballot. No vote shall be given by proxy. The poll shall begin at 10 a.m. on the appointed day and shall close at 1 p.m. on the same day. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be presiding and Polling Officers attached to each booth.

(2) The ballot box sealed for locked (in the presence of the candidates or their agents if so required by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by deposing the ballot papers through a slit provided in the box.

(3) The Returning Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.

(4) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see appendix B) in a ballot paper book which shall be got printed or typed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the initials of the Returning Officer thereon and handed over to the member. Separate ballot paper for each post will be issued in the respective booths. //

(5) At the time of issuing the ballot paper, the person authorised by the Returning Officer shall tickmark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector in the electoral roll.

(6) The elector who has received the ballot paper shall then proceed to a place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.

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

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

13. Procedure on counting: (i) The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(ii) No Person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidates concerned,. The candidates may nominate (in writing) a representative (agent) from among the voters to be present at the time of counting in case the candidates are unable to present.

14. Ballot paper when rejected (i) A ballot paper shall be invalid and rejected.

(i) If it does not bear the initials of the Returning Officer or

(ii) If a voter signs his names or writes any word or makes any mark on it by which it becomes recognisable ; or

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

(iv). If no vote is recorded thereon; or

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

(vi). If it is void for uncertainty; or

(vii). If it violates any other law.

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

15. Recounting: (i) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers.

Of all or any candidate and the Returning Officer shall re-examine and recount the same accordingly. (ii) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count.

Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

✓ 16. Declaration of results: (i) The candidate/s equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly selected. (ii) If two or more candidates receive an equal number of votes and they cannot all be declared, elected, the final election shall be made by drawing lots by the Returning Officer.

17. Objection: Objection to the election, if any, shall be made in writing to the Director of Technical Education, through the concerned. Returning Officer and Principal reach him within 10 days after the declaration of the results of the election and his decision after causing an enquiry to be made as he may deem fit, shall be final.

18. Preservation of Election papers: All papers connected with the conduct of Union elections (electoral) rolls, nomination papers, used and unused ballot papers etc.) shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their agents if present, for a period of one month after the declaration of the results, or if any dispute arises regarding the elections, until it is disposed of.

19. Miscellaneous:

1. The returning officer shall make arrangements for the candidates to introduce and appeal to the voters in a common public platform.

2. There shall not be any sort of canvassing propaganda in the College campus on the day fixed for the poll till the election results are announced.

3. The candidates should be allowed to campaign among the students without hindering the normal working of the class.

4. The students shall desist from disfiguring any class rooms compound walls and buildings in the College campus by the pasting of posters or writing on the walls as a part of the election campaign. They shall not disfigure the compound walls of the neighboring buildings as well.

5. Election campaign propaganda in the Polytechnic campus shall be limited to issue of pamphlets and bit notices display of banners and posters.

6. Persons who are not on the rolls on the Polytechnic Register shall not take part in the propaganda work in the campus.

7. Students shall not use loudspeaker Ampliphies in connection with the election campaign propaganda.

Appendix - A.

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

NOMINATION PAPER

Name of the candidate :

Class of the Candidate :

Subject/Branch :

Number of the candidate
in the electoral roll :

Consent of the Candidate : I agree, if selected, to on
the body to which I am proposed
as a candidate.

Signature :

Date :

Name of the proposer :

Class :

Subject/Branch :

Number of proposer in the
electoral roll :

Signature of the proposer.

Date.

Name of the Seconder :

Class :

Subject/Branch :

Number of the Seconder in
the electoral roll :

Signature of the Seconder

Date: