

GENERAL GUIDELINES FOR PANJAB UNIVERSITY

CAMPUS STUDENTS' ELECTION

The University proposes to hold the elections to the Panjab University Campus Students' Council every year. For the convenience of all the Teaching Departments and all concerned, the guidelines have been framed by the Office of the DSW which are hereunder. However, it is cautioned that the election would be conducted strictly in accordance with the judgement of the Hon'ble Supreme Court of India delivered in S.L.P. (Civil) No. 24295/2004, dated 22.9.2006, University of Kerla Versus Council, Principals of Colleges, a copy whereof is attached. It is further directed that in case of any discrepancy, contradiction or doubt between the guidelines and above said Supreme Court Judgement, the judgement of the Hon'ble Supreme Court of India would prevail :-

I. Disassociation of Student Elections and Student Representation from Political Parties.

During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

II. ELIGIBILITY CRITERIA FOR CANDIDATES

1. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years.
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years. ***NOTE : The age limit for students of LL.B. course be considered as 25 years and for LL.M. and M.Ed. It be taken as 27 years. (To be added as a note after Point No. 3 as approved by the syndicate in its meeting on 27-09-2011 Para 13)**
3. For research Students the maximum age limit to legitimately contest an election would be 28 years.
4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
6. 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.
7. 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 authorities.
8. The candidate must be a regular, full time student of the college/university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

III. Election Related Expenditure and Financial Accountability :

- 1 The maximum permitted expenditure per candidate shall be Rs. 5000/-
- 2 Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate) to the college/ University authorities. The college/University shall publish such certified accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- 3 The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- 4 With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any sources other than voluntary contributions from the student body.

IV. Code of Conduct for Candidates and Elections Administrators :

- 1 No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic, or between any group(s) of students.
- 2 Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
- 4 All candidates shall be prohibited from indulging or abetting. All activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.
- 5 No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
6. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission/university authority.
- 7 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university campus/college campus.
- 8 No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.

- 9 During the election period the candidates may hold processions and/or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college/university. Further, such procession/public meeting may not be held without the prior written permission of the college/university authority.
- 10 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 11 On the day of polling, student organizations and candidates shall:
- (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
 - (iii) not hand out any propaganda on the polling day.
- 12 Excepting the voters, no one without a valid pass/letters of the authority from the election commission or from the college/university authorities shall enter the polling booths.
13. The election commission / college/ university authorities shall appoint impartial observers. In the case of deemed universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
- 14 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 15 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature or his elected post, as the case may be. The election commission/ college/ university authorities may also take appropriate disciplinary action against such a violator.
- 16 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A "Offences Relating to Elections"), may also be made applicable to student elections.

V. Maintaining Law and Order on the Campus during the Election Process :

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university/college authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

VI. NAME : This organization shall be called "PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL.

VII. MEMBERSHIP :

(a) The Council shall consist of Four Office Bearers (President, Vice-President, Secretary, Joint Secretary) and elected or deemed to be elected representatives of the various

departments. A department having 100 students or less on its rolls will have one representative, between 101 and 250 two representatives, between 251 and 500 three representatives and four for more than 500 students.

Note : For this purpose, 'student' would mean a whole-time student in any teaching department including Research students/M.Phil., LL.M., M.Pharm., M.Tech. and the like but shall not include the students of Evening Studies Department, in-service Teachers doing M.Phil./Ph.D. or a student who as per the record of the department is an employee of Government or Semi Government Organisation, Public or Private Sectors undertaking.

Explanation : Students of the Department of Evening Studies will have their own local Council.

- (b) Enrolment of students in departments shall be as on 31st August or the date to be approved by the D.U.I./Vice-Chancellor prior to the election date.
- (c) The election of the office bearers and members of the Council representing the various departments shall be held simultaneously in all the departments on a date to be fixed by the Dean Student Welfare. The Five Members of the Executive Committee of the Students' Council shall be elected by the members of the Council within a week after the election of the Office bearers and the members of the Council. The exact date of the election shall be fixed by the Dean Student Welfare. As far as possible, all these elections would ordinarily be completed by the middle of September.
- (d) In case no nomination papers from a department are received for D.R. or all the nomination papers received are rejected, the student of the senior-most class in the Department who got the highest marks in the previous examination shall automatically become the Departmental Representative.
- (e) The elections to the departmental associations/societies/Council of the Department of Evening Studies are a completely different matter from the election of the departmental representatives to the Students' Council. The elections of the Associations/Societies/Council of the Department of Evening Studies are to be held separately.
- (f) The term of the Students' Council is from the date of election to the 31st of May.

VIII. The Panjab University Campus Students' Council shall comprise of regular students on the rolls of the Teaching Departments on the Campus. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of the Council.

The Executive Committee of the Students' Council shall consist of four office bearers elected by student community and five members elected by the Departmental Representatives from among themselves. The executive Committee shall be responsible to the Council.

IX. OFFICE BEARERS :

The Executive Committee shall consist of :

- (a) One President
- (b) One Vice-President
- (c) One Secretary
- (d) One Joint Secretary
- (e) Five other members

The four office bearers i.e. President, Vice-President, Secretary and Joint Secretary shall be elected directly by the Students of the Campus.

Five members of the Executive Committee of the students council shall be elected by members of the Students' Council from among themselves.

1. PRESIDENT

The President of the P.U. Students' Council shall be elected directly by the students of the Campus.

2. VICE-PRESIDENT

The Vice-President shall be elected directly by the students of the Campus. He will perform all the duties of the President in the latter's absence. He will automatically become Officiating President if the President resigns or is unable to discharge his duties for the rest of the term.

3. SECRETARY

The Secretary of the P.U. Students' Council shall be elected directly by the students of the Campus.

4. JOINT SECRETARY

The Joint Secretary shall be elected directly by the students of the Campus. He will perform all the duties of the Secretary in the latter's absence. He will automatically become the Officiating Secretary if the Secretary resigns or is unable to discharge his duties for the rest of the term.

5. TERM OF OFFICE FOR OFFICE BEARERS

The Office Bearers shall cease to hold office if:

- (a) he resigns by addressing his resignation of the Dean Student Welfare. He shall cease to hold office from the date of his resignation is accepted by the Dean Student Welfare.
- (b) he ceases to be a student of the University on account of non-payment of fee or any other reason.
- (c) he is held to be guilty of gross misconduct by the University.
- (d) if a vote of no-confidence is passed.
- (e) he ceases to be a student.

X. FUNCTIONS

1. to promote healthy corporate life on the Campus.
2. to ensure maintenance of proper academic atmosphere and orderliness on the university Campus.
3. to help in allocation of Amalgamated Fund for different authorized purposes and activities connected with student welfare.
4. to assist in organizing various cultural and sports functions.

- XI. No confidence motion against any of the office bearers or any elected member of the Executive Committee can be moved only if the 1/3 members are in favour of the motion, giving 15 days' notice in writing to the Dean Student Welfare. The motion after discussion will be put to vote. If 2/3 of the total members of the Students' Council are in favour of the 'no confidence motion', it will be treated as carried.

XII. ELECTION BYE-LAWS OF THE PANJAB UNIVERSITY CAMPUS STUDENTS' COUNCIL

1. Election to the Students' Council in various departments will be held generally in the month of September on a date and time as may be fixed by the Dean Student Welfare. He may, if contingencies so warrant, alter the date/schedule of the election.
2. The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
3. The Dean Student Welfare shall notify the date of election to each department for the information of the students at least seven days before the date fixed for the election.
4. (a) The Head of the Department shall be the Returning Officer for the election of Departmental Representatives. However, he shall have the authority to appoint one or more members of his teaching staff as Polling Officer(s).
(b) The Dean Student Welfare shall be the Returning Officer for the election of the Executive Committee. He shall have the authority to appoint one or more Polling Officer(s) to assist him in the conduct of election.
5. The election shall be by simple majority vote.

XIII. ELECTION OF DEPARTMENTAL REPRESENTATIVES :

- (i) The Head of the Department shall by affixing a notice on the Notice Board of the Department at least 3 days before the date of election, invite nominations for the election of Departmental Representative(s), along with the consent and declaration of each candidate on the prescribed form, so as to reach him by the time fixed by the Dean Student Welfare at least 2 days before the date of election. Immediately after the closing time for the receipt of nominations, the Head of the Department shall notify the list of persons whose nomination papers have been received by him by affixing it on the Notice Board of his Department.
- (ii) Thereafter, objection(s), if any, regarding the eligibility of candidate(s) shall be made, in writing, to the Head of the Department within the time limit notified by the Dean Student Welfare for the purpose.
- (iii) The scrutiny of nomination papers will start on the date and time fixed by the Dean Student Welfare for the purpose. Any objection(s) duly received by the Head of Department shall be disposed of during scrutiny. The candidate(s) must produce original documents (degree/diploma/Matriculation or Higher Secondary Certificate/ and other relevant papers required in relation to eligibility) at the time of scrutiny. Nomination papers not supported by original documents shall be treated as invalid. The decision of the Returning Officer shall be final.

- (iv) Each Head of the Department shall, after personal verification and scrutiny of original degree/diploma/other documents, certify on prescribed form about the eligibility of the candidate(s). Immediately after the scrutiny, a list of the names of candidates whose nomination papers have been found valid shall be notified by the Head of the Department by affixing it on the Notice Board of the department.
- (v) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals if any.
- (vi) The election in each department shall take place on the date and time fixed by the Dean Student Welfare. If there is a tie among the candidates for the election of Departmental Representative(s), the matter shall be decided by the draw of lots by the Returning Officer.
- (vii) In all the departments, the election of Departmental Representative(s) shall be direct.
- (viii) The results of the election of the Departmental Representatives shall be communicated on the prescribed form by all the Heads of the Departments to the Dean Student Welfare by the date and time fixed by the Dean Student Welfare.

XIV. ELECTION OF THE OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE OF THE STUDENTS' COUNCIL

- (i) The Dean Student Welfare shall notify by affixing a notice on the Notice Board of his office the date and time for the receipt of nomination papers. Immediately after the aforesaid date, the Dean Student Welfare shall notify the list of persons whose nomination papers for various offices of the Executive Committee have been duly received by him by affixing a notice on the Notice Board of his office.
- (ii) Objection(s), if any, against the candidature(s) of a person(s), but not pertaining to the eligibility conditions, shall be made, in writing, by the Departmental Representative(s) to the Dean Student Welfare on the date fixed for the receipt of nomination papers and by the time as may be notified by the Dean Student Welfare. These objections will be disposed of by the Dean Student Welfare at the time of scrutiny.
- (iii) The scrutiny of the nomination papers will start at the time fixed for the purpose by the Dean Student Welfare, on the date notified for the receipt of nomination papers or on such date as may be notified by the Dean Student Welfare immediately after the scrutiny, the list of the names of persons whose nomination papers have been found valid, shall be notified by the Dean Student Welfare by affixing a notice on the Notice Board of his office.
- (iv) A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare. The Returning Officer shall, immediately thereafter, notify the withdrawals, if any.
- (v) Election to the Executive Committee shall be held on the date and time fixed by the Dean Student Welfare. No voter shall be allowed to enter the Voting Hall after such time.
- (vi) Objection(s), if any, regarding the conduct of elections to the Executive Committee will be disposed of by the Returning Officer on the spot.