

# Central University of Haryana

(Jant-Pali, Mahendergarh)

## Office of Dean Students Welfare

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### General Guidelines for Election/ Nomination to the Students Council 2024-25 of the University (Under para 36 of Central Universities Act 2009)

#### I. Constitution of Student's Council:

- a) 20 Students to be elected through departments level election process
- b) 20 students to be nominated by departments on the basis of their merit in studies, sports, and extra-curricular activities

Nomination/ election as per annual roaster in alphabetic order.

#### II. Eligibility Criteria for nomination/ Election:

A student seeking election/ nomination to the Students' Council must fulfil the following eligibility conditions as mentioned below;

1. His/her name must appear on the rolls of the department concerned.
2. His/her age must not exceed the following limits as on the date of this notification;
  - a. 22 years in case of a UG student
  - b. 25 years in case a PG student
  - c. 28 years in case of a Research student
3. He/she must have a minimum of 75 percent attendance in all courses taken by him/her during previous semester(s) except those who are in the first semester.
4. He/she must not have any academic arrear i.e. he/she must have successfully completed all the courses he took during the previous semesters of the Programme of studies in which he/she is presently enrolled; such persons who have failed and/or awarded F grade and/or detained due to shortage of attendance in any of the courses,

during the previous semester(s) of the Programme of studies in which he/she is presently enrolled shall not be eligible to contest the election.

5. He/she must not have any fee arrears in the year of contesting the election and have paid fee for the current semester.

6. He/she must not have previous criminal record, that is, he should not have been tried and/or convicted of any criminal offence or misdemeanor.

7. His/her conduct in the University must have been **exemplary** and he/she must not have been subjected to any disciplinary action by the University authorities

8. Election of a Candidate shall be declared null and void in the event of nonconformity with any of the above rules or guidelines after examination of facts by duly constituted apex **Appeal Committee**.

### **III. Eligibility for voters:**

The regular students of at least one-year duration course will be able to cast their vote whose name appears in the rolls of the university on the date of this notification.

### **IV. Important Dates:**

Date of Notification	: 7 days before the date of election
Date of applications for Election/Nomination	: 4 days before the date of election
Last Date for withdrawal of name	: 3 days before the date of election
Date of display of eligible candidates	: 3 days before the date of election
Date of Election/ Nomination	:
Date of Result	: Date of election/next day of election
Last date for challenging any election/ nomination:	<b>24 hours</b> from declaration of result/ nomination

Any challenged election/nomination shall go to the Committee which will decide the case maximum in five working days. The decision of the Committee will be final.

### **V. General Guidelines on day of Election:**

a) HoDs/TICs of respective department will act as Presiding officer and all faculty members of respective department will act as polling officers for polling as well as

counting. No leave should be recommended on election day without permission of Vice Chancellor.

- b) On the day of polling no students will be allowed to enter department with out proper entry and verification of I card. Department entry may be restricted with desk in corridors a day prior to election day.
- c) A class room will be prepared as polling booth in such a manner which ensures secrecy of voting by the voter.
- d) All students willing to vote will report their respective department for voting from 9am to 12 noon with proper Identity card. Only those voters will be allowed to line up by 12 noon. **NO ENTRY AFTER 12 noon** or as per schedule/timings.
- e) Step by step process will be followed by each presiding officer;  
At the start of election process at 9 am presiding officer will call the candidates/ or their polling agents to check the election booth and ballot box before sealing the same and signature of all candidates will be taken on seal of box.
  - Desk I: Voters' entry in polling booth after checking I card along with candidate / or polling agent appoint by them.
  - Checking the voters name of voter in list of department roll
  - Desk II: Signature on voters list and Strike off voter's name as soon as issue of ballot paper
  - Polling: Stamp on ballot box table, finally stamping desired candidate box with ink seal and putting the ballot in ballot box without disclosing to anyone.
  - Immediately after voting, the voter will leave the department premises
- f) After election process is over at 12 noon. All department faculty members will act as staff for counting center. Presiding officer will open the box in the presence of all candidates and polling officers. Duty may be assigned by presiding officer for smooth counting as well as preparing result sheet in Performa sent by the office of DSW.
- g) Minutes of Meeting of all department council to prepare result will be duly signed by all faculty members of staff council as well as candidate/ polling agents. Sealed envelop will be sent to the office of DSW by 4:00 pm.

## **VI. General Guidelines for Nomination process:**

Students to be nominated in student's council will be based on merit in studies, sports and extra-curricular activities. The process will be followed as follows;

1. All HoDs will widely circulate notification from the office of DSW to each and every student immediately after notification through all possible means such as notice board/ email/ whatsapp group etc.
2. Department will educate/ guide and motivate all the students about the true spirit for formation of students' council so that students are aware of department roster for nomination/ election, eligibility, process of nomination/ election etc for conduct of free and fair nomination/ election process.
3. Each student willing to be nominated to student's council from respective department will be required to fill his nomination claim form in duly filled Performa. He / she will put all certificates as proof for his claim.
4. Department faculty/staff council will meet at least three times to finalize the nomination process;
  - First meeting: Check the eligibility of the candidate for nomination
  - Second Meeting: to review / check complete nomination form and assigning marks based on claims and proofs submitted by the candidate and a
  - Third meeting: Personal interaction with each candidate to finalize the best candidate for nomination and finalizing minutes of meeting at 9 am on election day. Seal the envelope and submit it to the office of DSW by 4 pm of final election day. No marks for personal interaction can be assigned.

5. Criteria for cultural/sports activities: All departments will follow objective criteria for nomination and marks will be assigned to find our most meritorious student for nomination. All certificates should not be older than 2 years.

Cultural activities such as music, dance, painting etc

Level	I Position	II Position	III Position	Participation	Max. Marks
Institution level	03	02	01	--	15
Inter- institutional Level	04	03	02	--	15
National level	06	04	03	02	20
International level	10	08	06	04	25
Public performance Radio, TV, Art, Gallery, Magazine	08	06	04	02	15
Degree/ Diploma from any recognized board/ University in any of the field covered under Extracurricular activities	06 (first division)	04 (second division)	--	--	10
Total					100 Max

**Criteria for sports activities:**

Level	I Position	II Position	III Position	Participation	Max. Marks
Represented India in any Game/ sports sponsored by Indian Olympic Association/ Federation	15	10	08	05	30
Inter-state championship organized by Association/ Federation	10	08	06	04	25
All India Inter University competitions/ other national competitions organized by Association/ Federation	10	08	06	04	25
Inter faculty/ Inter College Competitions organized by University or Government Institutions	08	06	04	--	20
Total					100 Max

6. Department will maintain record of all such nomination meeting for any future scrutiny by apex appeal committee.

**VII. Model Code of conduct:**

All candidates will follow following code of conduct after notification of election/ nomination process.

- A) No candidate will put up any poster, flex, publicity material on wall, glass, rallying other than election notice board provided by administration.
- B) Each candidate will maintain highest standard of economy nad will submit statement / declaration of expenditure at the end of election which should not exceed Rs 2,000/ in any case.
- C) NO procession, rally is allowed before or after the election.
- D) Each candidate will follow highest standard of decency and decorum while canvassing or appealing during the election process.

Any violation to such model code of conduct may be reported by any candidate to the CONDUCT Committee notified for this election. Conduct committee will decide the course of action and report such matters to the apex Appeal committee.

**VIII. General Guidelines for Nomination / election process:**

1. Department should educate/ guide and motivate all the students about the true spirit for formation of students' council so that students are aware of department roster for nomination/ election, eligibility, process of nomination/ election etc. for conduct of free and fair nomination/ election process.
2. All Departments should ensure strict adherence to the schedule of events for nomination/ election notified separately.
3. Eligibility conditions of all applicants for nominations/ election such as attendance, academic performance, extra-curricular activities must be duly

checked and verified by the department staff council. All documentary proofs should be kept properly for future reference.

4. All minutes of department staff council meetings for this purpose should be properly recorded and stored for future reference.
5. Due rehearsal should be done a day before the election and various tasks should be meticulously assigned to different faculty members such as entry of students with proper I Card, signature at entry, handing over the ballot paper, stamp and inkpad to be kept near ballot box, Final submission of vote to ballot box should be reasonably covered with some curtain/ cardboard etc.
6. In order to ensure free and fair election process a central observer team has been constituted by competent authorities. Such central observer team will visit various departments to ensure compliance of proper election procedures.
7. During the process of election, counting of results and compiling of results contesting candidates should be allowed to view the process with a reasonable distance for transparency like in general elections.
8. Central election Observers will visit the election booths on election day to ensure rules are adhered to. Any violation will be reported to apex Appeal committee.
9. Any candidate if feel at stage some process is violated can appeal within 24 hours of declaration of result. Department should maintain record for election / nomination process such as ballot papers etc. for any appeal from any candidate.
10. Any complaint received within 24 hours be reported immediately to the Committee constituted for the purpose.