



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

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GUIDELINES FOR THE FORMATION OF STUDENTS COUNCIL

1. Short Title and Commencement:

These guidelines may be called “CUHP Guidelines for the Formation of Students’ Council” in terms of Statutes 36 of the First Statute and shall come into force from the date of notification i.e. 11.10.2013 until further orders or till the notification of the Ordinances in this regard.

2. Students’ Council

There shall be a Students’ Council for every academic year, consisting of:-

- (i) The Dean of Students’ Welfare who shall be the Chairman of the Students’ Council;
- (ii) Twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extra-curricular activities; and
- (iii) Twenty students to be elected by the students as their representatives.

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students’ Council, if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

- (iv) The functions of the Students Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students’ welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.
- (v) The Students’ Council shall meet at least twice in every academic year and the first meeting of the Council be held in the beginning of the academic session.

3. Number of Slots for Election & Nomination:

- a. The number of slots for Election and Nomination shall be determined School-wise on the basis of number of students enrolled in each School during the academic session concerned.
- b. In order to ensure that all schools are represented, a number of schools may be clubbed such that at least one slot for election and one slot for nomination could be provided between the clubbed schools.

Part I: Procedure of Election to the Students Council

4. Schedule for Election:

- a. Notification for election shall be issued by the Dean Students Welfare which shall include the Schedule of Election as per the following format:

Schedule of Election for the Membership of Students Council for the Academic Session		
Sl. No.	Activity	Date
	Issue of Notification for Election	
	Display of School-wise Voter List (Students Enrolled)	
	Receipt of request for correction in the Voter List	
	Display of School-wise Final Voter List	
	Commencement of Filing of Nomination Paper	
	Last date for Filing of Nomination Paper	
	Scrutiny of Nomination Paper	
	Display of School-wise List of Candidates	
	Last date for the Withdrawal of Nomination	
	Display of the School-wise Final List of Candidates	
	Commencement of canvassing	
	Date and time of closing canvassing	
	Date and Time of Commencement and End of Voting	
	Counting of Vote	
	Declaration of Results	
	Notification for the Constitution of the Students Council	

The whole election process beginning with issuing of notification by DSW shall be completed with 10 days as per the recommendation of Lyngdoh Committee Report.

5. Returning Officer:

- a. Deans of respective Schools shall be the Returning Officer of the election in their respective school.
- b. Since School of Humanities & Languages and the School of Education have been clubbed together, the Dean School of Education shall be the Returning Officer for these two schools.

6. Display of the Voter List and Procedure for Correction therein:

- a. Voter List of a School shall mean and include the names of all students enrolled as on the date of notification of election in various programmes of studies offered in the school;
- b. The voter List shall be declared on the Notice Board of the respective Schools by the Returning Officer concerned;
- c. Request for correction in the Voter List, if any, shall have to be made in the prescribed form to the Returning Officer concerned;
- d. Request for correction shall be verified by the Returning Officer concerned, who shall after incorporated any changes necessary shall display the Final Voter List.

7. Filing of Nomination Papers:

- a. Eligible candidate may file their Nomination paper in the prescribed format along with an Undertaking in the prescribed format that no criminal inquiry is pending against her/him;
- b. Nomination Form so received shall be scrutinized by the Returning Officer concerned;
- c. All such voters who have filed their Nomination Paper shall have a right to remain present during the scrutiny of the Nomination Form;
- d. List of Candidates shall be declared by the Returning Officer concerned;
- e. Request for the withdrawal of Nomination may be made to the Returning officer concerned;
- f. Final List of Candidates shall be displayed by the Returning officer concerned.

8. Conditions of Eligibility to be a Candidate:

- a. A student seeking election to the Students Council must fulfil the following eligibility conditions as mentioned in the Lyngdoh Committee:
 - i. His/her name must appear in the Final Voting List of the School concerned
 - ii. His/her age must not exceed the following limits as on the date of filing of the Nomination Paper:
 - 1. 25 years in case he/she is a PG student
 - 2. 28 years in case he/she is a RD student;
 - iii. 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.
 - iv. 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 I 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.
 - v. He/she must not have any fee arrears in the year of contesting the election.
 - vi. He/she must not have a previous criminal record, that is, he should not have been tried and/or convicted of any criminal offence or misdemeanor.
 - vii. 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.
- b. Election of a Candidate shall be declared null and void in the event of nonconformity with any of the above rules or guidelines.

9. Code of Conduct

- a. No one other than the students shall be involved in the election process.
- b. No candidate shall indulge in, or shall abet/support, any activity, which may create/aggravate differences or create mutual hatred, or cause tension between different gender, castes and communities, religious or linguistic, or between any group(s) of students.
- c. All candidate must desist from resorting to activities such as bribing, intimidating or impersonation in the election process.
- d. All candidates while criticising other candidates shall confine to the policies and programmes and past record of their work. Candidates shall refrain from casting aspersions on the private lives of contesting candidates.
- e. No candidate shall make appeal based on caste or on communal lines for securing votes.
- f. No canvassing shall be permitted in the Hostels of the University.
- g. No candidates shall make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. However, they may use handmade posters only at authorised places in the Campus, which shall be notified in advance by the University authorities. Under no circumstances, handmade posters with questionable language or content will be allowed.
- h. No canvassing shall be permitted within the class rooms. However, canvassing may be permitted outside the class rooms without causing any disturbance to the academic schedules.
- i. No electioneering through printed posters, processions, or public meetings is allowed outside the University Campus; violation of this rule will result in disqualification.
- j. Innovative means for peaceful canvassing shall be encouraged provided it does not affect the academic environment.
- k. No candidate shall, nor shall his/her supporter, damage, deface or cause any destruction to any property of the CUHP and contravening the condition will make him/her liable for disciplinary action including removal from the Voter List.
- l. The use of loudspeakers, vehicles and animals for the purpose canvassing shall be prohibited.
- m. On the day of polling, all candidates shall cooperate with the officers on election duty to ensure peaceful and orderly election and complete freedom to the voters in exercising their franchise without being subjected to any annoyance or obstruction;

- n. No candidate shall distribute any eatables or other solid and liquid consumables except water on polling day and also not hand out any propaganda on the polling day;
- o. Except voters no one without a valid pass/letter of authority from the University authorities shall enter the polling booth;
- p. In case a candidate has any complaint or problem regarding the conduct of the election the same may be brought to the notice of the Grievance Committee;
- q. All candidates shall be jointly responsible for ensuring cleaning up the polling area within 48 hours of the conclusion of polling;
- r. The University has full authority to cancel or postpone the elections any time before the scheduled date without assigning any reason.
- s. Since elections are to be held school wise, ideally, the contestant should not spend any amount of money on publicity material as the publicity should be done by word of mouth and through debate and discussions. The total expenditure permissible to be incurred by a candidate shall not exceed Rs 10/ per constituent, and in any case shall not exceed Rs. 5000/- as prescribed by Lyngdoh Committee which is ever is less.
- t. Each candidate shall within two weeks of the declaration of results, submit complete and audited account to the University authorities. A committee consisting of the Registrar, Finance Officer and a nominee of the Vice Chancellor shall scrutinize and audit the accounts submitted by the candidate. The University shall publish such audited accounts within two days of the submission of such accounts through a suitable medium so that members of Students' Council may freely examine the same.
- u. The candidates are debarred from mobilising and utilising funds from any other source.
- v. The election of the candidate shall be declared null and void in the event of any noncompliance or in the event of any excessive expenditure.

10. Polling Process

- a. The ballot papers required for each School given the number of registered students/voters will be printed mentioning the names and roll numbers of the candidates contesting the election.
- b. Each ballot paper will be signed by the returning Officer.
- c. The polling process will be completed within the notified time period under the administrative control of the Returning Officer of the School who will be assisted by the three faculty members designated as Polling Officers and appointed by the Returning Officer;
- d. Candidate(s) contesting the election or his/her representative may remain present during the time of polling as polling agent;

- e. After the polling process is complete, the ballot box will be sealed. The unused ballot papers shall also be sealed in a separate envelop.

11. Counting of Votes

- a. The sealed ballot box will be opened by the Returning Officer for the counting of the votes in the presence of candidates contesting the election or their representatives.
- b. The Returning Officer with the help of Polling Officers shall conduct the counting of votes in the presence of the candidates contesting election or their representatives.

12. Declaration of the Result

- a. The Returning Officer shall declare the result mentioning clearly the order of the elected candidate/candidates in terms of the number of votes polled to them.

13. Election Related Expenditure

- a. All expenses incurred towards the election procedure shall be met from the funds made available by the University for this purpose. Provided however that only such expenses that are incurred towards the work related to the activities specified in these guidelines.

14. Grievance Redressal:

- a. To ensure smooth conduct of the Election and also to address grievances, if any, there shall be an Students Council Grievance Redressal Committee;
- b. The composition of the Students Council Grievance Redressal Committee shall be as under:
 - i. Pro Vice Chancellor Chairman
 - ii. One of the Deans to be nominated by the Vice chancellor Members
 - iii. Proctor Member
 - iv. Two students from amongst the final year students, one of whom shall be a women, to be nominated by the Vice Chancellor Member
 - v. Dean Students Welfare Member-Secretary
- c. The procedure for dealing with the grievances received by the Complaints received by the Grievance Redressal Committee shall be dealt in accordance with the recommendations of the Lyngdoh Committee;

15. Maintaining Law and Order on the campus during the Election Process

- a. Instance of lawlessness or the commission of criminal offence shall be reported to the police by the university authorities immediately but not later than 12 hours after the alleged commission of the offence.

Part II: Procedure for Nomination to the Students Council

16. Procedure for Nomination:

- a. Twenty student shall be nominated to the Students Council by the Academic Council on the basis of merit of studies, sports, extra-curricular activities
 - b. The number of students to be nominated from each School shall be the same as the number of students to be elected.
 - c. To facilitate the Academic Council in taking the decision with regard to the nomination, the Dean Students Welfare shall place before the Academic Council list of students admitted to various programmes of studies clearly indicating therein the past academic records from 10th Onward, the composite score at the time of admission, the academic performance in terms of their aggregate score in the courses taken during previous two semesters and comments with regard to their participation and involvement in the co-curricular and extra-curricular activities.
 - d. Eligibility conditions, qualifications and disqualifications for the Nomination of students shall be the same as those applicable in case of election.
 - e. While making nominations, the Academic Council shall pay due regards to the representation of students from the PG and RD programmes and also to the freshers and senior students.
17. Should there be any difficulty in the implementation arising out of inadequate provisions in or due to interpretation of these guidelines, the decision shall be taken in accordance with the recommendations of the Lyngdoh Committee;
18. Should there still be any difficulty in the implementation of these guidelines, the matter shall be referred to the Vice Chancellor, whose decision shall be final and binding on all concerned;

NOMINATION FORM

1. Name _____
2. Son/Daughter of _____
3. Roll No. _____
4. Date of Birth _____
5. Department/Centre _____
6. Programme of Study _____
7. School _____
8. Date of filing Nomination _____
9. Proposed by Miss/Mr. _____

(The Proposer shall be the constituent of the Electoral Constituency to which the contesting candidate belongs)

Roll No. _____, Department _____

Programme of Study _____

Signature with date _____

10. Seconded by Miss/Mr. _____

(The Secunder shall be the constituent of the Electoral Constituency to which the contesting candidate belongs)

Roll No. _____, Department _____

Programme of Study _____

Signature with date _____

11. Signature of the proposed candidate with date in evidence of his/her willingness to contest the election _____.

(The candidate shall be the constituent of the Electoral Constituency to which the contesting candidate belongs)

For Office Use:

This is to certify that the Nomination form of _____ S/O / D/O
_____ Roll No. _____ has been
carefully scrutinized and found in order/rejected. In case of rejection reason thereof

Signature of the Returning Officer

Date

Copy to: Dean Students' Welfare, CUHP, Dharamshala

UNDERTAKING

I _____ S/O Sh./Smt. _____ Roll
No. _____ Department of _____ hereby undertake
that

- i. I have neither been tried/convicted of any criminal offence or misdemeanor ever nor is there any criminal case/proceeding pending against me in any Court of Law.
- ii. I further undertake that I have not been subjected to any disciplinary action by the University Authorities.
- iii. I further undertake that I have passed all courses offered by me in the previous examinations.
- iv. I further undertake that I have completed 75% attendance in all previous courses offered by me.
- v. I further undertake that I have read the election related ordinance(s) and rules of the CUHP and I undertake to abide by them. In case of any violation of any condition provided in the Ordinances and rules, I am fully aware that my candidature is liable to be rejected and or my candidature be cancelled even after election.

(Signature with date)

Full Name _____
Programme of Study _____
Department _____
School _____

Copy to: Dean Students' Welfare, CUHP, Dharamshala

Undertaking from the Returning Officer

I _____ S/O Sh./Smt. _____ hereby undertake that
none of my blood relation is contesting election to the Students Council

Signature of the Returning Officer

Undertaking from the Faculty Member Nominated to the Screening Committee

I _____ S/O Sh./Smt. _____ hereby undertake that
none of my blood relation is contesting election to the Students Council

Signature of the Faculty Member

Copy to: Dean Students' Welfare, CUHP, Dharamshala

Provisional List of Registered Students/Voters in the School of _____

Sr. No.	Roll No.	Name	Father's Name	Department
First Semester				
Third Semester				
Research Degree Programme				

Signature of the Returning Officer

Copy to: Dean Students' Welfare, CUHP, Dharamshala

Final List of Registered Students/Voters in the School of _____

Sr. No.	Roll No.	Name	Father's Name	Department
First Semester				
Third Semester				
Research Degree Programme				

Signature of the Returning Officer

Copy to: Dean Students' Welfare, CUHP, Dharamshala

List of Candidates who Filed Nomination for Contesting Election

In response to notification issued by the Dean Students Welfare, the details of the students who filed their nomination for contesting election to the Students Council, 2013-14 as per CUHP guidelines are given below:

Sr. No.	Roll No.	Name	Father's Name	Department	Semester

Signature Returning Officer

Copy to: Dean Students' Welfare, CUHP, Dharamshala

List of Candidates Eligible for Contesting Election

In response to notification issued by the Dean Students Welfare, the details of the students who filed their nomination for contesting election to the Students Council, 2013-14 and who are declared eligible to contest election after scrutiny are as given below:

Sr. No.	Roll No.	Name	Father's Name	Department	Semester

Signature of the Scrutiny Committee

Returning Officer _____

Copy to: Dean Students' Welfare, CUHP, Dharamshala

Statement of Votes Polled in the School of _____

1. Statement of Votes

Sr. No.	Particulars	Number
1.	Registered Votes	
2.	Votes Polled	
3.	Valid Votes	
4.	Invalid Votes	

2. Votes Polled for Different Candidates

Sr. No.	Roll Number	Name of the candidate	Father's Name	Department	Votes Polled	Position

I hereby admit that election was held in impartial and transparent manner and that the counting of the votes was done in my presence

Signature of the Returning Officer _____ Signature of the candidates

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

Copy to: Dean Students' Welfare, CUHP, Dharamshala

Tally Sheet for Counting of Votes

Sr. No.	Name of the Candidate	Votes Polled in Favour	Total

Sr. No.	Name of the candidate	Valid Votes	Invalid Votes	Total

Copy to DSW

Returning Officer

Declaring the Result of the Election

This is to certify that Mr/Ms _____ S/o/D/o _____

Roll.No. _____ Department _____

Semester _____ has been declared elected for the Students Council

from the School of _____

Signature

Returning Officer _____

Copy to: Dean Students' Welfare, CUHP, Dharamshala