

SACRED HEART COLLEGE, THEVARA

GUIDELINES FOR COLLEGE UNION ELECTION UNDER PARLIAMENTARY SYSTEM

Election to college union shall be held strictly in accordance with the orders of Honorable Supreme Court of India, Honorable High Court of Kerala, J.M.Lyngdoh Committee Recommendations and the schedule issued by the Mahatma Gandhi University, Kottayam. A switch over from Presidential System to Parliamentary System of election is recommended for improving the academic atmosphere and discipline in the college campus.

Election shall be held in two phases by using secret ballots in each phase, if necessary.

PHASE – I

1. Class representatives from each class shall be elected through secret ballots. The polling in the I Phase shall be held from 9.30 a.m. to 11.15 a.m. on the polling day. Printed ballots can be used for polling, if necessary.
2. One boy and one girl (total two) will be elected from a mixed U.G class. It can be two girls, but never be two boys in a mixed class. If the U.G class is not a mixed one, two representatives of the same gender shall be elected from that class.
Two ballot papers of different colors will be used in each UG class. One ballot paper will be for electing the Class Representative (General) and the other will be for electing the Class Representative (Girls Reserved). Girls can contest for both seats. But at a time, one candidate can contest for one seat only.
3. Three class representatives can be elected from P.G constituencies- Arts & Commerce and Science separately. Of the three class representatives one shall be a girl. I PG Rep & II PG Rep are to be elected separately.
4. Filling of nominations, scrutiny of nominations, announcement of valid nominations, withdrawal of nominations and publication of valid list of candidates for the post of class representatives shall be held in each class between 9 a.m and 9.30 a.m on the polling day announced by the University. If demanded 9.30 to 9.55 am shall be set apart for campaign by the candidates.
5. If there is polling for the posts of class representatives, polling starts at 10 am. Ballot papers/voting slips shall be issued to the students of that class on first come first serve basis for exercising their voting power. After polling, the ballot box is opened in front of the candidates/agents and counting will be conducted by the Polling Officials at 11.30 a.m in the same class room itself. The names of elected representatives will be published on the blackboard of the class after

counting of valid votes polled. List of elected representatives shall be submitted in the prescribed format to the election office.

General Instructions

1. The rules related to code of conduct, eligibility of candidates, campaigning and the election process shall be strictly in accordance with the provisions of Lyngdough Committee recommendations. Only the candidates contested in the second phase shall forfeit their chance for contesting in future elections as per Lyngdough Committee recommendations. The code of conduct shall come into force on the date of notification for election by the University. The attendance, academic arrears and age of candidates shall be calculated as on the date of election notification by University.
2. For election purpose, each class will be treated as a unit. Polling booths shall be arranged class wise.
3. The polling team for each class shall consist of a senior teacher as Presiding Officer and one or two teacher/s as Polling Officer/s. Preference shall be given to Class Tutors or teachers with maximum class hours in a class while allotting election duty.
4. The supporter and seconder for a candidate shall be from the candidate's class/constituencies (in the case of PG) only for I phase of polling. In the II phase, the supporter and seconder for General Seats can be from any of the class representatives. But for Class Representatives, the supporter/Secunder shall be from that particular constituency only.
5. The supporter/seconder of any candidate can file a nomination for another post in the II Phase of Polling. But this shall not be allowed in the I Phase of polling.
6. If two or more candidates secure equal number of valid votes in any of the phases of polling, decision shall be arrived at by coin tossing. This process shall be completed on the spot by the Presiding officer. If more than two candidates secure equal valid votes, selection shall be based on tossing. For calling head/tale, the English alphabetical order of the name of candidates shall be considered.
7. In the I Phase of polling the Presiding officer shall publish the names of all eligible candidates in English alphabetical order on the blackboard (after withdrawal time). The name of each candidate is prefixed with Arabic numerals 1,2,3,... etc. The voter shall mark his choice as per the guidelines. Corrections, erasures, tampering, writing and using a pen other than that given by the Polling Officer shall lead to the invalidation of that ballot. All other general conditions of invalidating votes shall also apply at this stage of polling.
8. A single ballot box may be used for polling in I Phase.
9. It shall not be open to any class representative not to vote in the II Phase of polling, if polling is necessary.

10. The Returning Officer shall have powers to change, on valid reasons, the election schedule except the date of notification and polling.
11. All voters should produce valid photo identity card of the current year issued by the college for voting purpose.
12. Mobile phones are strictly banned inside and in the premises of polling booths. Presiding officer can keep his mobile phone in silent mode. No other persons including Polling officials shall be permitted to bring mobile phone inside the polling booth or voting hall.
13. Students shall not remain in the hall after voting. However, the agents of the candidates, if any, may be present in the polling booth. The agents shall be from the same class. No change of agents shall be permitted at any point of time. Agents shall not be permitted to move out of the hall during the polling time.
14. All ballot papers/voting slips issued for voting should carry the facsimile of the Returning officer on the reverse side.
15. In matters of appointment of agents, recounting, repolling and in any other matter related to conduct of elections not mentioned in these guidelines, the existing rules of the college and University shall prevail.
16. If any seats remain vacant, even after the due polling process, those seats shall be filled by the Principal by nomination within fifteen days of polling, in consultation with the College Council.

Date:

RETURNING OFFICER