

HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grade University)
OFFICE OF THE DEAN STUDENTS' WELFARE

No. HPU/DSW/SCA-22-

Dated : 04-10-2022

NOTIFICATION

On the recommendations of the High Power Committee, the Hon'ble Vice-Chancellor has approved the final schedule for the formation of Students Central Association (SCA) campus, H.P. University, Shimla-5 within a stipulated period of 10 days w.e.f. 6th to 15th October, 2022 in adherence to the provisions of H. P. University Students Central Association (Campus) Constitutions notified vide Notification No. 3-1/80-HPU(Genl.)Vol-XII dated 26th August, 2016 and also as per the provisions contained in recommendations of the Lyngdoh Committee available on the University website www.hpuniv.ac.in

Further, the Hon'ble Vice-Chancellor has also approved to complete the formation of nomination based Students representation in Students Cental Association in the H. P. University Campus between 06-10-2022 to 15-10-2022 (within ten days).

The cut off date to determine the age of the nomination based representation in the SCA (Campus) shall remain as under:

PG Student	25 years as on 31 st July, 2022
M.Phil./Research Scholar	28 years as on 31 st July, 2022
	(According to the SCA Constitution)

The nomination for Departmental Representatives will be recommended by the Chairperson/Director of the concerned teaching departments in accordance with the provisions contained in Students Central Association Constitution which can be downloaded from the [University website www.hpuniv.ac.in](http://www.hpuniv.ac.in). The nomination forms duly recommended by the Chairperson/Director of the Department/Institution should reach in the office of the undersigned on or berfore **12-10-2022 upto 2:00 PM** positively to complete the whole process of forming nomination based SCA before 15-10-2022. The specimen proforma of nomination papers are also attached with the notification.

Note:

It is emphasized that the recommendation of nominations in any case shall reach in the office of the undersigned on or berfore 12-10-2022 upto 2:00 PM failing which no nomination shall be considered and the whole resposibility for non consideration of such nominations shall remain with the concerned department.



(Prof Nainjeet Singh Negi)
Dean Students' Welfare

Copy for information and necessary action to:

1. All the Chairpersons/Directors, Teaching Departments, HPU, Shimla-5 for completing the nomination process upto 12-10-2022 positively.
2. The Dean of Studies, HPU, Shimla-5 for information.
3. The Registrar, HPU, Shimla-5 for information and further necessary action please.
4. SPS to Vice-Chancellor/Pro-Vice-Chancellor HPU, Shimla-5 for information of the latter please.
5. The Chief Warden, HPU, Shimla-5.
6. The Chief Security Officer, HPU, Shimla-5 to ensure peaceful and violence free formation of the SCA Campus.
7. The Assistant Registrar (Admn.) with the request to notify and circulate the approved schedule for implementation in the HPU Campus and affiliated/associated/maintained Colleges to the H.P. University (Photocopy of the approval of the Hon'ble Vice-Chancellor is attached for information and further necessary action.
8. The Web Admn., H.P. University, Shimla-5
9. Notice, board.



Dean Students Welfare

Sr. No.:.....

NOMINATION (Based on academic Merit)
(Regular Post Graduate Students of the University)

**NOMINATION BASED H. P. UNIVERSITY STUDENTS, CENTRAL ASSOCIATION
(SCA) 2022-23.**

1. Name of the Nominee:
2. Date of Birth:age as on 31st July, 2022.....
3. Department:
4. Semester:.....
5. Class Roll. No.....
6. Faculty:.....
7. Academic merit:
 - (i) **One Nominee from FIRST SEMESTER:**
% age of marks in qualifying examination only:.....
 - (ii) **One Nominee from THIRD SEMESTER:**
% age of marks in 1st semester:
% age of marks in 2nd semester:
aggregate % age of marks in 1st and 2nd semesters:.....
 - (iii) **One Nominee from FIFTH SEMESTER:**
% age of marks in 1st semester:
% age of marks in 2nd semester:
% age of marks in 3rd semester:.....
% age of marks in 4th semesters:.....
aggregate % age of marks in 1st, 2nd, 3rd and 4th semesters.....

Date:

Chairperson/Director
Signature with stamp

Sr. No.:.....

TWO NOMINATIONS (Based on academic Merit)
(Regular M.Phil./M.TECH and LLM Students of the University)

**NOMINATION BASED H. P. UNIVERSITY STUDENTS, CENTRAL
ASSOCIATION (SCA) 2022-23.**

1. Name of the Nominee:
2. Date of Birth:age as on 31st July, 2022.....
3. Department:
4. Semester:.....
5. Class Roll. No.....
6. Academic merit: % age of marks in qualifying examination only:.....

Date:

Chairperson/Director
Signature with stamp

Sr. No.:.....

ONE NOMINATION

(Regular Research Scholar (Ph.D) of the University)

**NOMINATION BASED H. P. UNIVERSITY STUDENTS, CENTRAL
ASSOCIATION (SCA) 2022-23.**

1. Name of the Nominee:
2. Date of Birth:age as on 31st July, 2022.....
3. Department:
4. Date of Registration:.....

Date:

Chairperson/Director
Signature with stamp

Himachal Pradesh University
"General Administration Section"

No.3-1/80-HPU (Genl.) Vol.XII

Dated: Shimla-5, the

NOTIFICATION


26 AUG 2016

In exercise of the powers vested in him under section 12-C(7) of the H.P. University, Act, 1970, the Vice-Chancellor has been pleased to approve the Constitution of nomination based students' representation for the formation of the Students' Central Association (Campus) & College Students' Central Association (CSCA) from the Academic Session 2016-2017 onwards (Copy enclosed) for its implementation in the University and Colleges affiliated to/maintained by the University.

Encls: As above.

Endst. No. : Even

Copy to: -


REGISTRAR

26.8.2016

Dated: **26 AUG 2016**

- 1 The Principals of all the Colleges affiliated to / maintained by H.P. University, Shimla-5.
- 2 The Secretary to the Chancellor, H.P. Raj Bhavan, Shimla-2.
- 3 The Secretary (Hr. Edu.) to the Govt. of H.P., Shimla-2.
- 4 The Director (Hr. Education) to the Govt. of H.P., Shimla-1.
- 5 The Dean of Studies / DSW/ Chief Warden/ Dean CDC, HPU, Shimla-5.
- 6 The Director, H.P. University Regional Centre, Dharmshala, Distt. Kangra/ Principal, H.P. University Centre for Evening Studies, the Mall, Shimla-1.
- 7 The Incharge, Computer Centre (Web Master)/Assistant Web Administrator, B.Tech. Computer Centre, HPU with the request to hoist enclosed constitution of SCA/CSCA on the University website.
- 8 The Public Relations Officer, HPU, Shimla-5.
- 9 SPS to the Vice-Chancellor/ Pro Vice-Chancellor/ PA to Registrar/ P.S. to the Dean of Students' Welfare/ P.S. to P & DO/ Incharge (Admn.), HPU, Shimla-5.
- 10 The Supdt. (Meeting), General Administration Section, H.P. University, Shimla-5 with the request to report the action taken by the Vice-Chancellor under 12-C(7) in the next meeting of the Executive Council.
- 11 Guard File.


REGISTRAR

26.8.2016


26/8

HIMACHAL PRADESH UNIVERSITY
STUDENTS' CENTRAL ASSOCIATION (CAMPUS)/COLLEGE STUDENTS
CENTRAL ASSOCIATION (CSCA)

CONSTITUTION

I. AIMS AND OBJECTIVES

- a) True education aims at holistic and integrated development of an individual's personality including intellectual, physical, emotional, moral and ethical aspects in search of truth.
- b) It should transform him / her into an ideal citizen and a national asset. It should enable him / her to contribute significantly to the process of nation building and to the development of a harmonious society.
- c) In view of the overarching importance of education, everyone must have a right for uninterrupted education in an academic institution.
- d) To help in fulfilling the obligations of the UGC with regard to effective teaching days as prescribed from time to time and to ensure the implementation of UGC guidelines and rules and regulations as provided in the University's Act, Statutes, and Ordinances with regard to attendance requirement, academic and examination schedules, etc.
- e) Since students are the central focus of any educational system / institution, their participation in its activities is undoubtedly essential within the overall perspective as stated above.

II. DEFINITIONS

The following terms used hereunder shall mean, unless the context otherwise so requires, as:

- a) "**Himachal Pradesh University Campus**" means teaching Departments of the University at Shimla-171 005.
- b) "**Department**" means a University Teaching Department established and maintained as per Ordinances of the University.
- c) "**Student**" means any person on the rolls of a Post-Graduate Teaching Department (for courses in which eligibility requirements are a bachelor degree) undertaking a course of study on regular and full time basis.
- d) "**Association**" means Himachal Pradesh University's Students' Central Association (Campus).
- e) "**Principal Advisor**" means the Dean Students' Welfare.
- f) "**Teacher Advisor**" means the teacher or teachers nominated by the Vice-Chancellor.
- h) "**Misconduct**" shall mean that a student is guilty of all or any of the

- i) is expelled from the University / educational institution;
- ii) involved in a non-bailable offence;
- iii) disqualified on account of use of unfair means in an examination;
- iv) indulging in acts of intimidation / threats or creates a fear psychosis;
- v) damages the property of the University, an educational institution or any public property;
- vi) prevent any official / person from performing his / her normal duties or assault on University official;
- vii) brings bad name to the University by his / her conduct on or outside the University Campus;
- viii) disrupts classes on the Campus or in any other educational institution;
- ix) indulges in ragging / eve teasing;
- x) is a defaulter of University dues / fines / mess charges etc.;
- xi) is found by the DSW / committee constituted by the Vice-Chancellor guilty of violation of the rules, regulations, notifications issued from time to time etc. by the authorities.

III. FUNCTIONS

- i) To ensure the maintenance of proper academic atmosphere and orderliness amongst the students;
- ii) To promote corporate social and cultural life of students and to train them in their duties, responsibilities and rights of citizenship;
- iii) To promote opportunities for the development of character, leadership, discipline and spirit of service among students;
- iv) To coordinate and integrate the activities of various committees / societies / clubs in the University;
- v) To help in the organization of academic / cultural and sports activities in the University;
- vi) To help in improving the living conditions in hostels and implementation of hostel discipline and rules framed from time to time to create conducive academic atmosphere free of violence and fear psychosis.

VI. QUALIFICATIONS AND ELIGIBILITY

For Postgraduate regular students age limit to legitimately for nomination would be 25 years as on 31st July of every year.

For research students the maximum age limit to legitimately for nomination would be 28 years as on 31st July of every year.

IV. COMPOSITION

1. University and all its affiliated Govt. Degree Colleges must constitute a student representative body on the basis of nominations called Students' Central Association (SCA)/CSCA.
2. Students' Central Association SCA (Campus) shall comprise of only regular Post Graduate, M. Phil./LLM/M.Tech. students as well as the research scholars (Ph. D.) who are on the regular rolls of the university. However, the representation of students under different categories to form this body shall be as following:

A. CULTURAL

There shall be two nominations under this category from amongst the students excelling in cultural and co-curricular activities only. The nominations shall be made by Dean Students' Welfare, H.P. University on the recommendations of the Committee constituted for admission under cultural quota.

B. SPORTS:

There shall be two nominations under sports category from amongst the outstanding sportspersons. The nominations shall be made by the Director of Physical Education and Youth Programmes, H.P. University Shimla.

C. NOMINATIONS BASED ON ACADEMIC MERIT (For Postgraduate, M.Phil./LLM/M.Tech. Students only):

Irrespective of the strength of the students admitted in the respective course, the nomination under this category shall be as following:

- (a) There shall be one nomination from amongst the students admitted in the first semester and the criterion for determining the merit for nomination shall be based on the qualifying examination only in the said course. No candidate with academic arrear at the time of nomination shall be nominated.

(b) There shall be one nomination from amongst the students of third semester and the criterion for determining the merit for nomination shall be based on the combined merit in first and second semester examinations. If the result of second semester is awaited, the merit of the candidate shall be determined on the basis of the first semester result. No candidate with academic arrear at the time of nomination shall be nominated.

(c) There shall be one nomination from amongst the students of the fifth semester and the criterion for determining the merit for nomination shall be based on the combined merit of first, second, third and fourth semester examinations. If the result of fourth semester examination is awaited, the merit of the candidate shall be determined on the basis of combined merit of first, second and third semester results. No candidate with academic arrear at the time of nomination shall be nominated.

(d) There shall be TWO nominations from amongst the regular full time M.Phil./LLM/M.Tech students of the university. The criterion for nomination shall be the merit of qualifying examination only. No candidate with academic arrear at the time of nomination shall be nominated.

D. Ph.D. Students (The candidate must be a regular full time scholar of the university):

There shall be one nomination from amongst the senior most Ph.D. students and the criterion for determining the seniority shall be the date of registration of the scholar.

IMPORTANT NOTE: It is pertinent to mention that in the event of getting compartment/re-appear or failure in the preceding semester, the nomination of the candidate which was made prior to the declaration of his/her result will cease to exist.

3. It is recommended that the office bearers: President, Vice – President, Secretary and Joint Secretary shall be nominated from amongst the above nominated Post Graduate students only. It is further recommended that President and Vice-President shall be from third & fifth semester nominated students only, while Secretary and Joint Secretary shall be from first semester nominated students only. However, the criteria of nomination shall be as following:

(a) **PRESIDENT & VICE-PRESIDENT:** The president shall be nominated from amongst the nominee form Third and Fifth semesters. The candidate highest in merit shall be nominated as President, The candidate next in merit (excluding the faculty to which the PRESIDENT nominated belongs to) shall be nominated as Vice-President.

(b) **SECRETARY & JOINT SECRETARY:** The SECRETARY & JOINT SECRETARY shall be nominated from amongst the nominee from First Semester. The candidate highest in merit shall be nominated as SECRETARY. The candidate next in merit (excluding the faculty to which the SECRETARY nominated belongs to) shall be Joint Secretary.

4. If any difficulty / problem arises in the smooth functioning of this system of Nomination the same shall be resolved by an advisory committee consisting of following members:

- | | | |
|------|--|------------------|
| (i) | Dean of Studies | Chairperson |
| (ii) | Dean of Students' Welfare | member secretary |
| (i) | Three Senior Professors to be nominated by the Vice Chancellor members | |

5. It is recommended that all Govt. Degree Colleges affiliated to H.P. University shall follow this nomination mechanism keeping in view the

pertinent issue of discipline in the institution. However, the committee recommends the nominations to constitute College Students Central Association (CSCA) under different categories (as the case may be) as following:

- (i) Rovers 1 nomination (amongst outstanding Boy)
- (ii) Rangers 1 nomination (amongst outstanding Girl)
- (iii) NSS-2 nominations (amongst outstanding Participants)
- (iv) NCC-2 nominations (amongst outstanding Participant girl-1 and boy - 1)
- (v) Cultural-2 nominations (outstanding participants)
- (vi) Sports-2 nominations (outstanding) Position Holders/Participation in Inter-University or Inter-College
- (vii) Clubs/Societies 2 nominations (If functional)-(Outstanding participants)

6. Nominations on the basis of academic merit shall be as following:

(i) **HUMANITIES:** There shall be three nominations from humanities as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth or sixth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(ii) **COMMERCE:** There shall be three nominations from Commerce as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(iii) SCIENCES: There shall be three nominations from Sciences as follows: **(a)** One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, **(b)** One nomination shall be from the second year/third semester on the basis of the merit and **(c)** One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(iv) BBA There shall be three nominations from BBA as follows: **(a)** One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, **(b)** One nomination shall be from the second year/third semester on the basis of the merit and **(c)** One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(v) BCA: There shall be three nominations from BCA as follows: **(a)** One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, **(b)** One nomination shall be from the second year/third semester on the basis of the merit and **(c)** One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

Important Note:

- (i) Criteria to determine the merit and the eligibility of the candidate to be nominated shall be the same as mentioned at Sr.No.2(C) for PG courses in all Colleges.
- (ii) It is pertinent to mention that in the event of getting compartment/re-appear or failed in the preceding class/semester, the nomination of the candidate which was made prior to the declaration of his/her result will cease to exist.
- (iii) That all courses of studies pertaining to relevant/concerned faculties approved by the University including B.Sc. (Bio-Tech), BJMC and all such courses that are run by the College shall be given representation through nomination and that no course remain unrepresented.
- (iv) That in case of non-declaration of last result the last declared result shall be considered for nomination but not below the result of the qualifying exam.
- (v) That the nomination of the only those students shall be considered who have Indian Citizenship.

7. It is recommended that the office bearers, President, Vice- President, Secretary and Joint Secretary shall be from amongst the nominated students only. That the President and Vice-President shall be nominated from the B.A./B.Sc./B.Com final year/fifth semester/equivalent course in the Colleges and in those colleges where Undergraduate and Post-Graduate Courses are available the President and Vice-President shall be nominated from M.A./M.Sc./M.Com first/third semester in case of P.G. course and B.A. B.Sc./B.Com. final year/fifth semester/equivalent course in case of UG classes on purely academic merit basis. The Secretary and Joint-Secretary shall be nominated from any courses of studies. The criterion for nomination for these office bearers shall be as following

- (i) **PRESIDENT:** Highest in merit amongst all the above nominated students.

- (ii) **VICE-PRESIDENT:** Highest in merit amongst the nominees , excluding the faculty /class/department from which the nomination for PRESIDENT is made.
- (iii) **SECRETARY:** Highest in merit amongst the nominees, excluding the faculty /class/department from which the nominations for PRESIDENT and VICE-PRESIDENT are made.
- (iv) **JOINT SECERATRY:** Highest in merit amongst the nominees left, excluding the faculty /class/department from which the nominations for PRESIDENT, VICE-PRESIDENT and SECRETARY are made.

Important Note: In those colleges where any of the above mentioned faculty /stream/deparment is non-existent the creteria of nomination shall be developed accordingly, keeping in view the fact that nominations is given to all (faculties department etc.) strictly on the basis of merit. The CSCA so formed shall remain functional till 31st March of the academic year where after the CSCA shall cease to exist.

8. It would be binding on the students representative body i.e. (CSCA) thus formed in the colleges to adhere, in letter and spirit, to all those recommendations made in the CSCA Constitution.
9. If any difficulty / problem arises in the smooth functioning of this system the same shall be resolved by an advisory committee consisting of following members:
 - (i) Principal of the College Chairperson
 - (ii) Member Secretary from the Teaching Staff
 - (iii) Three Senior Teachers to be nominated by the Principal

V. **OFFICE BEARERS AND EXECUTIVE COMMITTEE**

The Dean Students' Welfare will be the Principal advisor of the Students' Central Association (Campus) and its Executive Committee. The Chief Warden, Director of Physical Education and Youth Welfare and five teachers nominated by the Vice Chancellor will be the members of the Executive Committee. In addition, the Executive Committee shall consist of:

- i) President
- ii) Vice President

- iii) Secretary
- iv) Joint Secretary
- v) Five members from amongst Department Representatives

VIII. DUTIES OF OFFICE BEARERS

a) **President:-** The President will coordinate the meetings of the Executive Committees as well as meetings of the SCA.

b) **Vice-President:-** The Vice-President shall perform all the duties of the President in the latter's absence. He / she will automatically become the officiating President if the President resigns or is unable to discharge his / her duties for the rest of the term.

c) **Secretary:-** The Secretary of the SCA (Campus) will assist the President in performance of his / her duties.

d) **Joint Secretary:-** The Joint Secretary will perform all the duties of Secretary in latter's absence. He / she will automatically become the officiating Secretary if the Secretary resigns or is unable to discharge his / her duties for the rest of the term.

XII. MEETINGS

- a) The Students' Central Association will meet at least once in every three months (the first quarter starting from the beginning of the Academic Session).
- b) The ordinary meetings may be convened by the President by giving at least one week's notice.

c) One-third of the total students membership shall form the quorum.

d) A special meeting for specific purposes can be requisitioned by at least one-third of the total student members through a notice in writing under their signatures by giving at least 15 days notice.

e) If the situation so demands, the Principal Advisor may call an emergency meeting.

f) No confidence motion against any of the members of the Executive committee can be moved only if one-third members of Students' Central Association are in favour of the motion and give 15 days notice in writing.

The motion after discussion will be put to vote. If two-thirds student members are in favour of the No Confidence Motion, it will be treated as carried.

- g) The meeting of Executive Committee as well as of Students' Central Association shall be presided over by the Principal Advisor.

XIII. GRIEVANCES REDRESSAL MECHANISM:

1. There shall be a Grievances Redressal Cell with the Dean Students' Welfare as its Chairman. In addition, one senior faculty member, one senior administrative officer and two students – one boy and one girl, can be nominated on the basis of merit of III/V Semesters in cultural & Sports activities on rotation basis, every year. The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
2. In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections, which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell. For this purpose the Institutional Head shall mean the Dean of Studies for the University Campus and Director in the case of Regional Centre, Dharamshala.
3. In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfill those duties. In executing those duties they shall have the authority:
 - i. To issue a writ of subpoena to compel candidates, agenda, and workers, and to request students to appear and given testimony, as well as produce necessary records; and
 - ii. To inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

4. Members of the Grievance Cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance Cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance Cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

5. The Grievance Cell may dismiss a complaint if-

- i. The complaint was not filed within the time frame prescribed in the recommendations referred to above;
- ii. The complaint fails to state a cause of action for which relief may be granted.
- iii. The complainant has not and/or likely will not suffer injury or damage.

6. If a complaint is not dismissed, then a hearing must be held. The Grievance Cell shall inform, in writing, or via e-mail, the complaining party and individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.

7. The hearing shall be held at the earliest possible time, but not later than twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hours time constraint.

8. At the time, notice of hearing is issued, the Grievance Cell, by majority vote, may issue a temporary restraining order, if it is of the opinion that such an action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance Cell is announced after the hearing or until rescinded by the Grievance Cell.

9. All Grievance Cell hearing, proceedings, and meetings must be open to the public.

10. All parties of the Grievance Cell shall present themselves at the hearing, may be accompanied by any other students from which they can receive counsel, and have the option to be represented by that counsel.

11. For any hearing, a majority of sitting Grievance Cell members must

be present along with the Chairperson of the Grievance Cell. In the absence of the Chair, the responsibility to preside shall fall to an Grievance Cell member designated by the Chair.

12. The Grievance Cell determining the format for the hearing must require that both the complaining and responding parties appear in person before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:-

- i. Complaining parties shall be allowed no more than two witnesses, however, the Grievance Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Cell chair for the purpose of testifying by proxy.
- ii. All questions and discussion by the parties in dispute shall be directed to the Grievance Cell.
- iii. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- iv. Reasonable time limits may be set by the Grievance Cell provided they give fair and equal treatment to both sides.
- v. The complaining party shall bear the burden of proof.
- vi. Decisions order and rulings of the Grievance Cell must be concurred to by a majority of the Grievance Cell and shall be announced as soon as possible after the hearing. The Grievance Cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance Cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance Cell ruling, and shall guide the Grievance Cell in its proceedings. Upon consideration of prior written opinions, the Grievance Cell may negate the decision, but must provide

written documentation of reasons for doing so.

- vii. If the decision of the grievance Cell is appealed to the institutional head, the Grievance Cell must immediately submit its ruling to the competent authority concerned.

The Grievance Cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the stand of mind or intent of the violator as determined by the Grievance Cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.

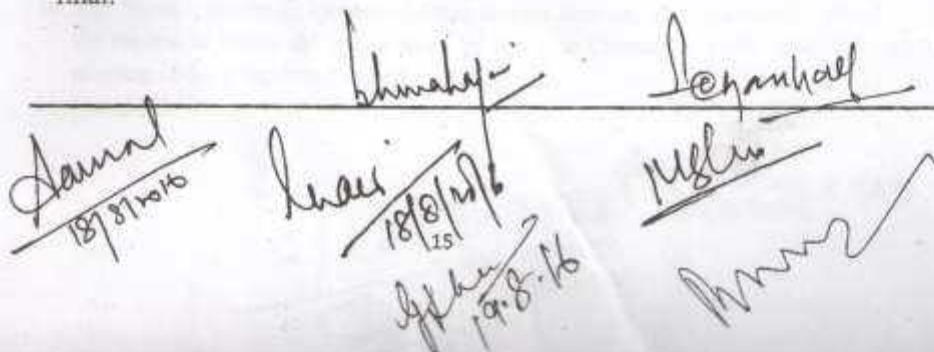
Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.

- i. if, after a hearing, the Grievance Cell finds that provisions of this Code were violated by a candidate, or a candidate's agent or workers, the Grievance Cell may restrict the candidate, or the candidate's agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. In an order is issued covering only part of the remaining period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- ii. If, after a hearing, the Grievance Cell finds that provisions of either this Code or decision, opinions, orders, or ruling of the Grievance Cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers. The Grievance Cell may disqualify the candidate.
- iii. Any party adversely affected by a decision of the Grievance Cell may file an appeal with the institutional head within twenty four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over and Grievance Cell in all cases in which error on the part of the Grievance Cell is charged.

- iv. The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- v. The institutional head shall hear appeals filed against the decision of Grievance Cell as soon as possible, but not later than twenty four (24) hours after the Grievance Cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the appellant waives the right to a written opinion and the institutional head agree to accept the waiver.
- vi. The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- vii. The institutional head shall review finding of the Grievance Cell when appealed. The institutional head may affirm or overturn the decision of the Grievance Cell, or modify the sanctions imposed.

XIV. TERM AND DISSOLUTION

- a) A member of the Students' Central Association shall continue to be a member only, till the expiry of the academic year, i.e. upto 30th June, where after SCA shall cease to exist. Further, an individual member will cease even earlier to be a member of the SCA if he/she ceases to be on the rolls of the University.
- a) If at any stage, the DSW receives any complaint or is of the considered opinion that the functioning/continuation of the SCA is defeating its very aims and objectives, and feels that due to the activities of SCA, there is a possibility of violence and threat to uninterrupted education or peace, he may recommend to the Vice Chancellor its suspension or dissolution as the case may be. The decision of the Vice Chancellor in this regard shall be final.



 The bottom section of the page contains several handwritten signatures and dates. On the left, a signature is dated 18/8/16. In the center, there are two signatures, one dated 18/8/16 and another dated 19.8.16. On the right, there is a signature dated 18/8/16 and another signature below it.



(MRS.) ANUPAMA BHATNAGAR
DIRECTOR (HE)
ROOM No. 522 (C-Wing)
TELE#23388641 (O)
Email # anupamab@nic.in

D.O.No. E-9-6/2005-V-5

Dear Dr. Kem:

Pursuant to an order of the Hon'ble Supreme Court dated 2nd December 2005, the Ministry of Human Resource Development had constituted a Committee under Shri J.M. Lyngdoh, (former Chief Election Commissioner) to examine and recommend upon certain aspects of student body and student union election conducted in universities, colleges and other institutions of higher education across India. The Committee submitted its report on 26th May 2006. The Hon'ble Supreme Court in its order dated 22nd Sept. 2006 directed the recommendations of the Committee to be implemented (enclosed as annex.A) and shall be followed in all College/University Elections, to be held hereinafter.

I would like to request you that necessary steps may be taken to ensure compliance of Hon'ble Supreme Court's direction *and also to give it widest publicity and put it on VCE's website.*

With regards,

Yours sincerely,

J.S.(PS/AC)

Dist. No. 165

Date. 28/11/06

Dr. T.R.Kem.
Secretary,
U.G.C.

Secretary General
Date: 23/11/06

J.S.(2)

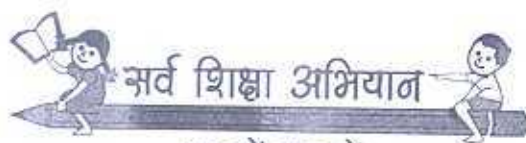
US(18/11/06)

वि.
28/11.2006

सो(P)

US (CPP-II)

P.O (Website)



सब पढ़ें सब बढ़ें

-1-

The recommendation of the Committee accepted by the Hon'ble Supreme Court for implementation:

- 6.1.1** **Universities and colleges across the country must ordinarily conduct elections for the appointment of students to student representative bodies. These elections may be conducted in the manner prescribed herein, or in a manner that conforms to the standards prescribed herein.**
- 6.1.2** **Where the atmosphere of the university campus is adverse to the conduct of peaceful, free and fair elections, the university, its constituent colleges and departments must initiate a system of student representation based on nominations, especially where elections are being held at present. It would be advisable, however, not to base such nomination system on purely academic merit, as is being practiced throughout the country.**
- 6.1.3** **In cases where elections are not being held, or where the nomination model prevails, the nomination model should be allowed to continue for a limited period of time. It is to be noted that the nomination system suffers from several flaws, and must only be resorted to as an INTERIM MEASURE.**
- 6.1.4** **Subject to the recommendations in respect of the possible models of elections, all institutions must, over a period of 5 years, convert from the nomination model to a structured election model, that may be based on a system of parliamentary (indirect) elections, or on the presidential (direct) system, or a hybrid of both. It is highly desirable that all institutions follow this mechanism of gradual conversion, especially for privately funded institutions that prefer a status quo situation.**
- 6.1.5** **All institutions must conduct a review of the student representation mechanism. The first review may be conducted after a period of 2 years of the implementation of the mechanism detailed above, and the second review may be conducted after the 3rd or the 4th year of implementation. The primary objective of these reviews will be to ascertain the success of the representation and election mechanism in each individual institution, so as to decide whether or not to implement a full-fledged election structure. Needless to say these reviews will be based on a consideration of the views and suggestions of all stakeholders, such as students, faculty, administration, student bodies, and parents.**

- 6.1.6** Institutions must, as a primary objective, subject to the pertinent issue of discipline on campus, seek to implement a structured system of student elections by the conclusion of a period of 5 years from the date of the implementation of these recommendations.
- 6.1.7** Subject to the autonomy of the universities in respect of the choice of the mode of election, all universities must institute an apex student representative body that represents all students, colleges, and departments coming under the particular university. In the event that the university is geographically widespread, individual colleges may constitute their own representative bodies, which would further elect representatives for the apex university body.
- 6.1.8** The union/representative body so elected shall only comprise of regular students on the rolls of the institution. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body.

6.2 Modes of Elections

- 6.2.1** A system of direct election of the office bearers of the student body whereby all students of all constituent colleges, as well as all students of the university departments vote directly for the office bearers. This model may be followed in smaller universities with well-defined single campuses (for e.g. JNU/University of Hyderabad), and with a relatively smaller student population. A graphic representation of this model is annexed herewith at Annexure IV-A.

In respect of universities with large, widespread campuses and large student bodies, either of the following models may be adopted:

- 6.2.2** A system of elections, where colleges and campuses directly elect college and campus office bearers, as well as university representatives. The university representatives form an electoral college, which shall elect the university student union office bearers. A graphic representation of this model is annexed herewith at Annexure IV-B.
- 6.2.3** A system of elections where on one hand, directly elected class representatives elect the office bearers of the college as well as the university representatives, and the campus itself directly elects the campus office bearers and the university representatives. The university representatives shall form an electoral college, which shall

elect the office bearer of the university student union. A graphic representation of this model is annexed herewith at Annexure IV-C.

6.2.4 A system of election wherein class representatives shall be directly elected in the colleges and universities campus and they in turn shall elect the office bearers for the college unions and the university campus union. Also they shall elect their representatives for university student union. These elected representatives from colleges and university campus shall form the Electoral College, which shall elect the office bearers of the university student union. This model shall be applicable to large university with large number of affiliated colleges. A graphic representation of this model is annexed herewith at Annexure IV-D.

6.3 Disassociation of Student Elections and Student Representation from Political Parties

6.3.1 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 organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

6.4 Frequency and Duration of the Election Process

6.4.1 It is recommended that 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, should not exceed 10 days.
6.4.2 It is further recommended that elections be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session.

6.5 Eligibility Criteria for Candidates

6.5.1 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.

6.5.2 For Post Graduate Students the maximum age limit to legitimately contest and election would be 24 – 25 years.

6.5.3 For research Students the maximum age limit to legitimately contest an election would be 28 years.

- 6.5.4** Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
- 6.5.5** The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- 6.5.6** 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.
- 6.5.7** 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.
- 6.5.8** 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.
- 6.6** Election - Related Expenditure and Financial Accountability
- 6.6.1** The maximum permitted expenditure per candidate shall be Rs. 5000/-
- 6.6.2** Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college / university authorities. The college/university shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- 6.6.3** The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
- 6.6.4** 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 other sources than voluntary contributions from the student body.
- 6.7** Code of Conduct for Candidates and Elections Administrators

- 6.7.1** 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, religious or linguistic, or between any group(s) of students.
- 6.7.2** 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.
- 6.7.3** There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- 6.7.4** 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.
- 6.7.5** 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.
- 6.7.6** 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.
- 6.7.7** No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- 6.7.8** No candidate shall, nor shall his/her supporters, deface or cause any destruction to 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.

- 6.7.9** 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.
- 6.7.10** The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 6.7.11** 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.
- 6.7.12** Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college / university authorities shall enter the polling booths.
- 6.7.13** 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.
- 6.7.14** All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 6.7.15** 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.
- 6.7.16** In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860

(Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.

6.8 Grievance Redressal Mechanism

6.8.1 There should be a Grievances Redressal Cell with the Dean (Student Welfare) / teacher in charge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.

6.8.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell

6.8.3 In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:

- (i) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and**
- (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.**

6.8.4 Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24

hours after they are received by either dismissing them or calling a hearing.

- 6.8.5** **The Grievance cell may dismiss a complaint if:**
- (i) the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;**
 - (ii) the complaint fails to state a cause of action for which relief may be granted;**
 - (iii) the complainant has not and / or likely will not suffer injury or damage.**
- 6.8.6** **If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.**
- 6.8.7** **The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.**
- 6.8.8** **At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.**
- 6.8.9** **All Grievance cell hearings, proceedings, and meetings must be open to the public.**
- 6.8.10** **All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.**
- 6.8.11** **For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the**

absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.

6.8.12

The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

- **Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance cell Chair for the purpose of testifying by proxy.**
- **All questions and discussions by the parties in dispute shall be directed to the Grievance cell.**
- **There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.**
- **Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.**
- **The complaining party shall bear the burden of proof.**
- **Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.**
- **If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.**

- The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
- Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.

- The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
- The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

6.9 Maintaining Law and Order on the Campus during the Election Process

6.9.1 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 12 hours after the alleged commission of the offence.

6.10 Miscellaneous Recommendations

6.10.1 Student representation is essential to the overall development of students, and, therefore, it is recommended that university statutes should expressly provide for student representation.

6.10.2 Student representation should be regulated by statute (either a Central Statute, State Statute or individual university statutes), incorporating the recommendations prescribed herein.

6.10.3 The institution should organize leadership-training programs with the help of professional organizations so as to groom and instill in students leadership qualities.

6.10.4 In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.