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Chief Returning Officer

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No. MANUU/DSW/CRO/F.75/2021-22/1408

Date: 21.03.2022

NOTIFICATION FOR MSU 2021-2022

It is hereby notified that the Elections for Office Bearers and Members of Executive Committee of MANUU Students' Union (MSU - 2021-22) will be held on 01st April, 2022 from 08:00 am to 12:00 pm at Indoor Stadium, MANUU Main Campus.

The following are the details of Election:-

I. University Headquarters:

Names of the posts for which elections are scheduled to be conducted:

a) Office Bearers

- i. President
- ii. Vice-President
- iii. Secretary
- iv. Joint Secretary
- v. Treasurer

b) Members of Executive Committee at Headquarters:

1.	School of Languages, Linguistics & Indology	:	One Member
2.	School of Commerce & Business Management	:	One Member
3.	School of Sciences	:	One Member
4.	School of Education & Training	:	One Member
5.	School of Mass Communication & Journalism	:	One Member
6.	School of Arts & Social Sciences	:	One Member
7.	School of CS & IT	:	One Member
8.	Polytechnic, Hyderabad	:	One Member

II. Outside University Headquarters:

Members of Executive Committee:

1.	Satellite Campus Lucknow	:	One Member
2.	Srinagar (Arts & Science College for Women)	:	One Member
3.	Srinagar (CTE)	:	One Member
4.	Bhopal (CTE)	:	One Member
5.	Asansol (CTE)	:	One Member
6.	Aurangabad (CTE)	:	One Member
7.	Sambhal (CTE)	:	One Member
8.	Bidar (CTE)	:	One Member
9.	Nuh (CTE)	:	One Member
10.	Darbhanga (CTE)	:	One Member
11.	Darbhanga (Polytechnic)	:	One Member
12.	Bangalore (Polytechnic)	:	One Member
13.	Kaddappa (Polytechnic)	:	One Member
14.	Cuttack (Polytechnic)	:	One Member

Application form and Nomination fee:

Nomination fee: Rs. 500.00 for Registration(**Non-Refundable**), Rs.500.00 (**Refundable Deposit**) total Rs. 1000.00 (**Rupees: One Thousand only**) to be paid either in cash/DD drawn in favour of Maulana Azad National Urdu University payable at Hyderabad or Google Pay on Phone No. 9160077753 (Dr. Jameel Ahamed) by the contestant for all posts. ***Upon withdrawal of nomination, Rs.1000.00 will be refunded.*** An amount of Rs.500/- will be returned to the contestant only if the candidate secures minimum 15% of total votes casted for the contested post. Otherwise, the deposited amount shall be forfeited.

Application form and proforma of required documents can be had from office of the Dean Student Welfare, on working days or can be downloaded from MANUU website. For any query please contact Prof. M.A Azeem, CRO, Mobile No. 9849325765 or Prof. Syed Alim Ashraf, Dean Students Welfare, Mobile No. 9885700584.

Schedule of Elections 2019-20

S.No.	Schedule	Dates
01	Issue of Nomination forms	22 nd March, 2022 (Tuesday)
02	Last date & time for filling Nomination forms	25 th March, 2022 (Friday - 05:00 pm)
03	Withdrawal of Nominations	26 th March, 2022 (Saturday - 1:00 pm)
04	Declaration of final list of candidates	26 th March, 2022 (Saturday - 5:00 pm)
05	No Canvassing Day	31 st March, 2022 (Thursday)
06	Date and Time of conduct of Elections	01 st April, 2022 (Friday) 08:00 am to 12:00 pm.
07	Counting of Votes	01 st April, 2022 (Friday from 02:30 pm onwards.
08	Declaration of Results	01 st April, 2022 (Friday)
09	Investiture ceremony	04 th April, 2022 (Monday- 03:00 pm)

The term of the ninth MANUU Students' Union shall expire on completion of present academic session (2021-2022).

The Nomination Forms, along with undertaking and required documents (as indicated in the checklist below) should be submitted on or before, 25th March, 2022 (Friday) 05:00pm.

The students of Hyderabad campus should submit the nomination form and the required documents to the undersigned at the O/o the DSW, MANUU and students of Off-campus/Colleges other than Hyderabad should submit their nomination form to Returning Officer's at respective off-campus/Colleges. Returning Officers of off- campuses may contact DR. K.M ZIyauddin Mob No: 9966255073 for coordination of election process at their respective campuses. The nomination form, format of the undertaking, Rules and Regulations for MANUU Students' Union are enclosed with the notification.

Checklist of Documents Required:

1. Nomination Form
2. Demand Draft/Payment receipt
3. Undertaking
4. Copy of ID Card
5. Bonafide Certificate


Chief Returning Officer
MSU Elections 2021-22

To
All Deans of Schools of Studies
All Heads of Departments
All Directors / Centre
All Polytechnics, CTEs, Satellite Campus Lucknow and Arts & Science College for Women, Srinagar

Copy to:

1. Vice-Chancellor's Office, Pro-Vice Chancellor's Office, Registrar's Office
2. Proctor Office
3. Director, CIT with a request to upload on University Website
4. PRO
5. Provost- Boys' and Girls' Hostels
6. All Notice Boards
7. Concerned file

**NOMINATION FORM FOR THE POST OF OFFICE BEARERS AND
MEMBERS OF EXECUTIVE COMMITTEE OF
MANUU STUDENTS' UNION 2021-22**

Paste latest
photograph

PART – I

1.	Name of the Contestant	:	
2.	Enrolment No.	:	
3.	Course and Semester	:	
4.	Department and School	:	
5.	Date of Birth	:	
6.	Age (as on 25.03.2022) Attach the 10 th certificate for age proof equivalent certificate validated by university	:	
7.	Gender	:	
8.	Address as per office records	:	
9.	Email ID	:	
10.	Phone / Mobile Number Alternative Number	:	
11.	Signatures and Full Names of two proposers, their enrolment numbers, department, course and semester details	:	<p>1. Signature: Name: Enrollment No: Dept. Course: Sem: Mobile: Email id:</p> <p>2. Signature: Name: Enrollment No: Dept. Course: Sem: Mobile: Email id:</p>
12.	Name of Polling Agent, his/her enrolment numbers, department, course and semester details	:	<p>1. Signature: Name: Enrollment No: Dept. Course: Sem: Mobile: Email id:</p>
13.	Name of Counting Agent, his/her enrolment numbers, department, course and semester details	:	<p>1. Signature: Name: Enrollment No: Dept. Course: Sem: Mobile: Email id:</p>

Post for filling nomination form: (Please ✓ in relevant box)

1. Office Bearer

(Only for Headquarters)

- i. President
- ii. Vice President
- iii. Secretary
- iv. Joint Secretary
- v. Treasurer

2. Member of Executive Committee:

i. Headquarter :

Name of School/Centre/Polytechnic

--

ii. Outside Headquarter :

Name of campus with city

--

Name of Course/CTE/Polytechnic/Satellite campus

--

Have you ever contested for MSU Office Bearer Position:

Yes / No

Have you ever contested for Member of Executive Committee:
(If Yes, how many time – once / twice / more)

Yes / No

PART – II

I, the contestant for mentioned in Part-I, agree to my nomination and hereby declare:

- a. that I am a full time regular eligible student of MANUU
- b. that the Rules and Regulations for MANUU Students' Union have been read by me/read over to me and I will abide by it,
- c. I agree to pay an amount of Rs. 1000/- in which Rs. 500/- towards Nomination fee (Non-Refundable) and Rs. 500/- for security deposit (Refundable). I would claim the security deposit for refund only if I secure the minimum 15% of total casted votes for the contesting post. Otherwise, the deposited amount shall be forfeited.
- d. that to the best of my knowledge and belief, I am eligible to contest the post office bearer/Executive member.
- e. that no criminal case is pending against me in any court of law and no disciplinary case is pending against me in any institution.

Signature of the candidate:

Certification of class attendance by Head of the Department

I certify that his/her Attendance is.....% as on 28-02-2022

(In case of 1st year, current academic year or in case of IIInd year onwards, the attendance of preceding academic year may also be provided)

(Signature and stamp of the concerned Head / Incharge)

Note: Please attach a copy of the latest Student Identity Card issued by MANUU. Minimum 75% attendance is mandatory to contest the MSU Election.

UNDERTAKING

I, S/o, D/o.....,
Aged years, R/o
..... hereby solemnly affirm and declare as under:

1. That I am a student of Maulana Azad National Urdu University and pursuing
....., bearing Enrollment No.....,
(course)
..... Year (I/II/III),.....Semester.
2. That my date of birth is
3. That I do not have any previous criminal record.
4. That I am not affiliated to any political party or registered organization of India.
5. That I will strictly obey the students disciplinary rules of MANUU.
6. That I will not use any printed poster/pamphlet/banner material for the purpose of canvassing.
7. That I will not indulge in any activity propagating mutual hatred between different religious, regional, linguistic or any groups of students.
8. That I have not been subjected to any disciplinary action by the University.
9. i. That I shall be contesting MANUU Students Union (MSU) Election of
..... (Academic Year) for the post of office bearer/EC for the first time
and that I have not contested in any other earlier election.
OR
ii. That I shall be contesting in MSU Elections of..... (Academic Year)
for the post of for the..... (first/second) time and that I have
not contested earlier/ contested once in any other earlier election.
10. That I have carefully read and understood the rules and regulations pertaining to the MSU.
11. I also hereby declare that it shall be binding on me to follow the canvassing guidelines as laid down by the University and I will not cause any harm or damage to the University's property building offices etc.
12. I also hereby declare that in case of non-compliance to the rules and regulations of the MSU, my candidature may be forfeited by the competent authority at any given time.
13. I also hereby declare that whatever has been stated above is true to the best of my knowledge and belief and nothing has been concealed.

Signature of the Contestant

Solemnly affirm and declared before on.....(mention date)



ACCREDITED "A" GRADE BY NAAC

RULES AND REGULATIONS FOR
MANUU STUDENTS' UNION

PREAMBLE:

For the promotion of an integral development of personality and the general welfare of students there may be a representative body of the students.

1. TITLE AND COMMENCEMENT:

- i) The representative body of students in the Maulana Azad National Urdu University shall be the "MANUU Students Union" (hereinafter referred as "MSU"); and
- ii) These Rules may be called as The Rules and Regulations of the Maulana Azad National Urdu University Students' Union as per the provisions of the Act. 5 (xix) and shall come into effect on such date as the University may notify.

2. PATRON:

- i) The Vice-Chancellor of the University shall be the Patron of the MSU.
- ii) The Committee constituted by the Patron shall have all the power(s) to ensure that the MSU functions in accordance with these rules and regulations. In exercise of the said powers, the Committee can validly, by order in writing, cancel any proceeding(s), which is/are not in conformity with these rules and regulations.
- iii) In exigencies of the situation and in the interest of the University, the Patron shall have absolute right to forthwith dissolve the MSU, if the committee so constituted recommends accordingly.
- iv) The Patron shall nominate one or more member(s) of the University teaching staff as Advisor(s) to advise and coordinate the MSU in the day to day functioning and to supervise the expenditure of its funds

3.1.1 MEMBERSHIP of the MSU:

- i) All full-time regular and bonafide on campus students of the University enrolled in different courses offered by the University i.e. Undergraduate, Post-graduate and Research levels including Master of Philosophy and Doctor of Philosophy (full-time) shall be members of the MSU and shall accordingly constitute its Executive Committee. The Polytechnic, D.Ed. students shall also be the member of MSU. However they shall contest and vote for MSU Executive Committee member of their respective school/polytechnic/centre only.
- ii) Provided that any student whose name has been removed from the rolls of University shall cease to be a member of the MSU.
- iii) Provided further that the students shall cease to be members of MSU as soon as they complete

their prescribed duration of the course and in case of research scholar if they have submitted their thesis/dissertation.

3.1.2 MEMBERSHIP of the MSU outside Headquarters:

Outside Headquarters, every regular and bonafide student of Polytechnic, Satellite campus and CTE shall vote for EC representative of their corresponding Polytechnic, Satellite campus and CTE. Representation of the students who are away from the University campus i.e. Headquarters, is ensured through EC representative elected and constituted for the same.

4. MEMBERSHIP FEE:

- i) The annual fee for the membership of MSU shall be as notified by the University in the Prospectus of each Academic Session. Initially, it shall be @ Rs. 100/- per annum. Annual fee may be increased as per suggestion given by MSU under the guidelines of Advisor(s).
- ii) The University shall have the right to collect annual membership fee along with the admission fee.
- iii) However, mere collection of membership fees at the stage of admission shall not imply to mean a genuine membership of MSU unless other conditions incorporated in these Rules & Regulations are duly fulfilled.

5. OFFICE:

The Office of the MSU shall be situated at the University Headquarters.

6. AIMS & OBJECTS:

The Union shall be constituted to address the following objectives:

- i) To uphold high academic standards in the University jointly with teachers, members of the administrative staff and other University Officials;
- ii) To help in maintaining and improving the academic environment of the University; iii) To provide feedback to the University authorities on academic and other student related issues in order to bring about required changes and improvements for academic development;
- iii) To help University in effectively carrying out its teaching, co-curricular and extra-curricular activities and programmes for the all round development of the students;
- iv) To promote mutual contact, democratic functioning and spirit of unity amongst the students of the University;
- v) To foster the spirit of secularism and national unity amongst the students of the University; vii) To organize such other activities as may be necessary for and conducive to the furtherance of the aforesaid aims and objects.

7. FUNCTIONS:

The MSU may organize from time to time such activities as may be deemed necessary to achieve afore mentioned objectives. However, before initiating/organizing any such activity/activities,

prior written consent of Advisor(s) of Union shall be mandatory.

Provided that any activity undertaken/proposed is not repugnant to the Maulana Azad National Urdu University Act, Statutes, Ordinances and Regulations made there-under.

Further, correspondence to the administration of the University shall be made through the Advisor(s).

8. Executive Committee- Structure, Powers and Functions:

The EC shall be the representative of MSU. The representatives elected/nominated by students of their respective School of studies, Centre, CTE, Polytechnic at University Headquarters and outside Headquarters as specified in the following, shall be the members of the EC. The procedure for forming/constituting the EC shall be as under:

- a. That the bonafide and eligible students of each School of studies, Colleges, Centers and Polytechnic located at the University Headquarters shall elect or nominate a student to be a member of the EC. Similarly, the bonafide and eligible students from CTEs, Polytechnics and Centers located outside University Headquarters shall also elect/nominate one student to be a member of the EC.
- b. The Office Bearers of the MSU i.e., President, Vice-President, Secretary, Joint Secretary and Treasurer shall also be the members of the Executive Committee.
- c. The EC shall have the following powers and functions:
 - i) *Formulate programmes and activities of the year in consultation with Advisor(s).*
 - ii) *Prepare annual budget of the MSU;*
 - iii) *Appoint Committees to assist the University in matters pertaining to student welfare like library, canteens, transportation, extra-curricular activities, etc.*
 - iv) *Frame guidelines for the day to day functioning of Union Subject to the fact that said guidelines are approved by the Advisor(s);*
 - v) *Perform such other function(s) as may be necessary for attainment of aims and objectives of the MSU.*

9. OFFICE BEARERS: POWERS AND FUNCTIONS:

a) The Office-bearers of the MSU shall consist of:

- (i) President,
- (ii) Vice-President,
- (iii) Secretary,
- (iv) Joint Secretary and
- (v) Treasurer.

The Office Bearers shall be directly elected through secret ballot by the defined bonafide students, studying at the University campus i.e. Headquarters.

b) The President shall:

- i) *Preside over Meetings of the Executive Committee;*

- ii) *Counter-sign all the bills of expenditure;*
- iii) *Have the right to attend the meetings of Committee(s)/Sub-Committee(s) appointed by Executive Committee but shall not have the right to vote; and*
- iv) *Represent to the University, on behalf of the MSU, the problems of the students;*

(c) The Vice-President shall: (i) *Officiate as President in the absence of the President; and (ii) perform such other functions as may be assigned to him by the President from time to time.*

(d) The Secretary shall: (i) *Convene the Meetings of the Executive Committee, and other committees/subcommittees appointed by the Executive Committees (ii) Record and maintain minutes of the meetings of the Executive Committee, Committee(s) (iii) Operate the approved budget in conjunction with the Treasurer; (iv) Enter into correspondence on behalf of the Executive Committee, Committee(s) (v) Shall send copies of all correspondence for and on behalf of the MSU inclusive of Notices, Agenda Papers, Minutes of the Meetings etc. to the Advisor(s). (vi) Perform such other functions as may be assigned to him/her by the President, Executive Committee, Committee(s).*

(e) Joint Secretary shall: (i) *act as Secretary in the absence of the Secretary; (ii) perform such other functions as may be assigned to him by the President, Executive Committee, Committee(s) from time to time.*

(f) Treasurer: i) shall perform the functions concerned with the accounting and auditing of the finance of the MSU; ii) prepare the budget in consultation with the President and submit it for approval of the Advisor(s). iii) Withdraw and settle the advances from the University in conjunction with the Secretary.

10. MEETINGS:

- i. The Executive Committee shall ordinarily meet Quarterly once;
- ii. Notice for an Ordinary Meeting of Executive Committee shall be given at least 15 days in advance;
- iii. Copies of all correspondence for and on behalf of MSU inclusive of Notices, Agenda Papers, and minutes of the Meetings etc. shall be sent to the Advisor(s) by the Secretary;
- iv. An Extra-Ordinary Meeting may be convened by the Secretary in consultation with the President. Notice for such a Meeting of the Executive Committee shall be given at least 7 days in advance;
- v. The agenda of the Meeting shall also be issued along with Notice of the Meeting;
- vi. All the Meetings of the EC, Extraordinary or otherwise, shall be held in the Campus of the University headquarters; and
- vii. All the proceedings of the Meetings so held shall be duly recorded in the Register of the Minutes or the Book of Minutes and shall be countersigned by the Advisor(s);

11. QUORUM

- i) 50% of the members from Headquarters of the Executive Committee including the President, Vice President, Secretary, Joint Secretary and Treasurer shall form the quorum for a meeting of the Executive Committee;

- ii) Lack of quorum shall be a mandated invalidation of any proceeding(s) of MSU.

12. VOTE OF NO-CONFIDENCE:

- i) A motion of No-Confidence against any Office bearer/Executive Committee member shall be proposed by at least 20% of the total membership of the EC and shall be deemed to be carried if 66% majority of the total members of the EC votes in favour of the Motion;
- ii) If a vote of No-Confidence is passed against any of the Office-bearer or any of the Executive Committee member, he/she shall forthwith cease to be a member of the Executive Committee and if a vote of No Confidence passed against any of the office bearer he shall hand over the charge to the President within 2 days of passing of such a vote.
- iii) if the no-confidence is against the President, he shall handover the charge to Vic-President.

13. VACANCIES:

- i) Resignations, if any, are to be addressed to the Secretary and if the Secretary submits the resignation, it shall be addressed to the President, Executive Committee.
- ii) If any Office-bearer/ Executive Committee member submits his/her resignation the same shall be placed by the Secretary before the meeting of the Executive Committee within 15 days of receipt of such a letter of resignation;
- iii) If all the Office-bearers of the MSU resign as a result of no-confidence or for any other reason whatsoever within 60 (sixty) days of their election, fresh elections may be held as provided in these rules. However, in case such an eventuality takes place after a period of 60 (sixty) days of the elections, the MSU shall be deemed to be dissolved and no elections shall be held for that academic session.
- iv) If any Office-bearer resigns his Office as a result of no-confidence or for any other reason whatsoever within 60 (sixty) days of his/her election, the vacancy so caused shall be filled by a member of the Executive Committee to be elected/nominated by the members of the Executive Committee;
- v) If any Office-bearer resigns his Office as a result of no-confidence or for any other reason whatsoever beyond 60 (sixty) days of his/her election, the vacancy so caused shall not be filled.

14. ELECTION:

- i) Subject to the provisions of Rules contained herein, elections of Office-bearers and Executive Committee members of MSU may be held every year;
- ii) Under graduate students between the ages of 17 and 22 years may contest elections. For Post Graduate Students the maximum age limit to legitimately contest an election would be 25 years, for Research students the maximum age limit to legitimately contest an election would be 28 years.

- iii) Diploma candidates i.e. D.Ed. and Polytechnic should not be eligible to contest and vote for the post of office bearers and however, they are eligible to vote for contest of respective school executive committee members.
- iv) Students of Diploma courses of one year or less than one year duration shall not be eligible either to vote or contest.
- v) Although, rules would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate who have any academic arrears in the year of contesting the election but have been promoted shall also be eligible to contest the election;
- vi) The candidate should have attained minimum percentage of attendance as prescribed by the University i.e. 75% attendance, in the academic year preceding the year of election or in the academic year period of the election if he/she is student of the 1st year of the course;
- vii) 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;
- viii) The candidate shall not have any criminal record at present and in the past of his life.
- ix) The candidate must be regular, full-time bonafide student of the College/University and should not be part-time or distance mode student. That is to say that all eligible candidates must be enrolled in full time course and duration being at least one year of prescribed course
- x) As far as practicable, elections to MSU shall be held after 15th of September every year.
- xi) A teacher appointed by the Vice-Chancellor shall be the Chief Returning Officer for the MSU polls at the headquarters and shall have all the powers to conduct the said elections in accordance with these Rules and Regulations. His/Her decision thereon shall be final and binding. Further, a teacher appointed by the Chief returning officer shall be the Returning Officer for the MSU polls at their respective campuses of the University.
- xii) The Chief Returning Officer at the Headquarters may in turn nominate three or four teachers as Returning Officers for head quarter. However, the Chief returning officer may nominate one teacher as Returning Officer for other campuses. The Returning Officers at other campuses may in turn nominate two teachers to coordinate in conduct of Elections. All Returning Officers shall function under the directions of the Chief Returning Officer;
- xiii) The Executive Committee of MSU shall hold Office for one academic year before end semester examination.
- xiv) Canvassing is strictly prohibited in and around the class rooms. Canvassing by candidates may be permitted post lunch to avoid the disturbance of the students, provided other terms and conditions are fulfilled. However, the following activities shall be considered as electoral mal-practices and their indulgence by either the candidate himself or through his agents or supporters shall lead to disqualification from the contest:-
 - a. *Use of loud-speakers and mikes;*
 - b. *Writing or pasting of slogans/posters or defacement of any buildings of University or outside the university.*
 - c. *Incitement to an offence and/or indulgence in casteist, regional, sexist, ethnic or*

communal canvassing or by any other unethical and immoral act or manner in any form whatsoever;

- i. d) Forcing students to leave class rooms/libraries/laboratories/studios or entering classes engaged by teachers or disrupting any official/academic work of any nature whatsoever or canvassing at prohibited places as notified from time to time by the University;*
- d. Seeking or soliciting any help, whether financial or otherwise, directly or indirectly, of any individual or group or organisation;*
- e. Indulging in any activity which is otherwise illegal or is against public policy, morality or decency;*
- f. Any other activity which is unbecoming of a student of the Maulana Azad National Urdu University or is prohibited by any law or notification;*

xv. 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.

xvi. A member shall hold one Office of the Executive Committee at a time.

15. DECLARATION:

All the candidates at the time of filing of their nominations shall be required to give an Undertaking to the effect that they have read and understood the Rules and Regulations relating to the MSU, and shall abide by the same in letter and spirit, and also that they are eligible to contest and shall maintain perfect decorum and discipline in the University.

16. FINANCES:

- i) There shall be a fund called MSU Fund and the fee collected toward this fund shall be the source of the fund
- ii) University shall be the custodian of the funds of the MSU
- iii) Funds shall be drawn from and under the head, "MSU Funds" through the Finance and Accounts Section of the University
- iv) The Treasurer with the approval of the President and the Advisor shall draw amount(s) from the head mentioned hereinabove in accordance with the approved budget
- v) Total advance withdrawn, at a time, shall not exceed a sum of Rs. 10,000/- (Rupees Ten thousand only). The amount(s) drawn/spent during the tenure of the Executive Committee shall be limited to the annual fees contributed by the students in that particular Academic Year.
- vi) All the bills of expenditure shall be counter signed by the Advisor;
- vii) Statement of Accounts shall be submitted four weeks prior to 31st March by the Secretary to a Committee constituted by the Finance Officer and the said audited Statement shall then be sent to the Finance and Accounts Office after due fulfilment of any observation(s) made by the said Committee.

17 AMENDMENTS:

The amendments, if any, may be Incorporated by the University authority from time to time. If the students Union proposes to submit any amendments, such proposal should be duly recommended by the Executive Committee.

18. REMOVAL OF DOUBTS:

Where a doubt arises as to the interpretation or application of any of the provisions of these Rules and Regulations, the matter shall be referred to the Patron, whose decision thereon shall be final and binding.

19. APPOINTMENT OF A TRIBUNAL:

- i) The Patron may, if s/he considers it necessary, refer any matter concerning the MSU to a Tribunal consisting of one nominee each of the Executive Council, Academic Council, the Registrar and two representatives of the EC of MSU;
- ii) The decision of the Tribunal of Arbitration referred to in sub-rule (i) here in above shall be final and binding.
- iii) Grievance Redressal Mechanism also followed under guidelines of Lyngdoh committee, which can be accessed by following the given link

https://www.ugc.ac.in/oldpdf/students_pdf/lyngdoh_committeemhrd2712.pdf

20. Code of conduct and election related expenditure:

Code of conduct for election related expenditure and financial accountability as given in the annexure shall be binding on the members of the MSU.

Annexure-I

1.1. Election - Related Expenditure and Financial Accountability

1.1.1 The maximum permitted expenditure per candidate shall be Rs. 5000/-

1.1.2 Each candidate shall, within two weeks of the declaration of the result, submit complete accounts to the college/university authorities. The college/university shall publish such audited accounts, within 5 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

1.1.3 The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

1.1.4 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.

1.2 Code of Conduct for Candidates and Elections Administrators

1.2.1 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.

- 1.2.2 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.
- 1.2.3 There shall be no appeal to caste or communal or sexist or regional feelings for securing votes. Places of worship, within or outside the campus and classrooms and library shall not be used for election propaganda.
- 1.2.4 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.
- 1.2.5 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 and paste them at designated places, provided that such hand-made posters are procured within the expenditure limit set out herein above.
- 1.2.6 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.
- 1.2.7 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.
- 1.2.8 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.
- 1.2.9 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.
- 1.2.10 The use of loudspeakers, vehicles and animals for the purpose of canvassing or carrying voters in hired vehicles to and from polling booth shall be prohibited.
- 1.2.11 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.

- 1.2.12 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.
- 1.2.13 The election commission / college/ university authorities shall appoint impartial 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.
- 1.2.14 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 1.2.15 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.
- 1.2.16 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 will be applicable.
- 1.2.17. The candidate should abide by the above mentioned code of conduct as well as the general rules and regulations of MANUU framed from time to time.

Annexure-II

2. Grievance Redressal Mechanism

- 2.1 There should be a Grievances Redressal Cell with the Dean (Student Welfare) / Proctor 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.
- 2.2 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.
- 2.3 In carrying out the duties of the office, the Grievance Cell may conduct proceedings and hearings necessary to fulfil 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,

- ii) as well as produce necessary records; and
- iii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

2.4 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.

2.5 The Grievance cell may dismiss a complaint if:

- i) the complaint was not filed within the time frame prescribed in Recommendation 2.4 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.

2.6 If a complaint is not dismissed, then a hearing may be held. The Grievance cell will 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.

2.7 The hearing may 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.

2.8 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.

2.9 All Grievance cell hearings, proceedings, and meetings must be open to the public.

2.10 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.

2.11 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.

2.12 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 candidate's 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 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.
