



L. N. MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga-846004 (Bihar)

Students' Union: Rules & Regulations

A committee constituted by the Hon'ble Vice-Chancellor to prepare rule/frame-work for smooth functioning of the Students' Union, L.N. Mithila University, vide University memo no- 5889-5998/18 dated 13.04.2018. The meetings of the committee were held on 17.04.2018 at 2:30 p.m. and on 19.04.2018 at 2:00 p.m. The members of the committee after discussion on every aspects and careful considerations unanimously proposed the following:

Notwithstanding anything to the contrary as contained in the Statute of "Students' Union" approved by the Hon'ble Chancellor and issued by Governor's Secretariat, Raj Bhawan, Patna Bihar vide letter no-BSU-42/2017-87/GS (I), dated 12.01.2018, following rule/frame-works are being proposed for the smooth working of the constitution of the Students' Union, L.N. Mithila University under the provisions as contained in clause 33 of the aforesaid statute.

Students Union: Rules & Regulations

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A. Election Process	
Instructions to Candidates and Electorate	
<p>a. Entry of any person at the election centre without valid identity card shall be prohibited.</p> <p>b. Voters shall be permitted to enter the election centre and cast their vote only after showing their valid identity card.</p> <p>c. For any post under any unit (College/Faculty), a person can be the proposer or seconder only for one candidate. If a voter becomes proposer or seconder for more than one candidate for one post, or, becomes proposer or seconder for more than one post, the nomination papers for all such candidates shall be considered invalid.</p>	

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B. Instructions for Voters

1. During the voting process, voters will be allowed to enter only on the basis of their valid Identity Cards. Apart from voters, any other person shall be allowed to enter only if she/he has a valid Identity Card issued by the Election Officer.
2. During election/counting of votes, even the candidates contesting the election shall be allowed to enter only on the basis of a valid Identity Card. Only one person/representative nominated by the candidate shall be allowed to enter the voting centre/counting centre. For this purpose, they will have to obtain an entry-pass from the Election Officer concerned. The representative has to be selected from the voters at the centre concerned.
3. Voters will be entitled to vote only at the booth allotted to them on the basis of their voter serial number. A notice to this effect will be available at the entry point of the election centre and at the booth concerned.
4. Voters will be given six types of ballot papers of different colours at the colleges. Of these, five ballot papers of different colours shall be for electing Office Bearers while one white coloured ballot paper shall be for Council Members.
5. Only one vote is to be cast for one candidate on the ballot papers allotted for each of the five posts of officer bearers. In the event of more than one vote being cast on any ballot paper, the ballot paper would stand invalid.
6. The white ballot paper will be for council member/(s) on which vote/(s) are to be cast according to the required number of candidates to be elected (The instruction regarding the number of votes to be cast shall be available on the ballot paper itself). Only the required number of votes are to be cast/tendered. Voters can vote for less than the number of candidates stipulated. If the number of votes cast exceeds the number of votes required to be cast, the whole ballot paper shall stand invalid.
7. The seal of the Election Officer of the College/Faculty concerned is compulsory on ballot paper.
8. A dummy ballot paper may be provided to candidates on request by the Election Officer so that the candidates may be able to convey their serial number of their names to the voters. Dummy ballot papers will also be available well before the voting date.
9. Votes shall be cast by putting a cross mark (X) in the proper column against the name of the candidate of choice. Any cross mark (X) appearing on any line between the names of candidates, or in the presence/event of any mark, name, sign other than the cross mark (X) shall render the whole ballot paper invalid.
10. Voters shall cast their vote using only the pen given by the Election Officer. Casting of votes

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- using any other pen will be not permissible and will be liable to invalid.
11. Before the commencement of the voting the Election Officer or polling officers authorized by him will show empty ballot boxes to the candidates or their authorized representatives. After that the ballot boxes shall be closed by the polling officers. After conclusion of the voting process, these ballot boxes shall be sealed by the Election Officers/Polling Officers in the presence of candidates or their authorized representatives.
 12. During the counting process only the teachers/employees deputed for the purpose of counting and candidates or their authorized representatives only, shall be present at the counting centre. Either candidate or one authorized representative for each election centre is allowed to observe the counting process from a distance in order to obviate any unnecessary hindrance to the counting process. It would thus help the teachers/employees engaged in counting to perform their work more efficiently, peacefully and promptly.
 13. After completion of counting process the candidates securing the highest number of votes shall be declared elected and the Election Officer concerned shall issue them the certificate of being elected on a form prescribed by the university.
 14. Static observers shall be deputed by the university at all Election Centres. The observers will send information (from time to time through phones/sms etc.) to the Chief Election Officer of the University/Dean, Students Welfare regarding polling activities/progress such as percentage of votes polled, any breach of electoral conduct etc. for ensuring a clean, free and fair election with perfect equanimity and good-will.
 15. From the day of election upto the completion of counting and the electoral process there will be a working Control Room for monitoring and conducting the elections in a fool-proof manner to the fullest satisfaction of all the stake holders concerned. There will be a direct link between the Control Room and the Observers and Election Officers throughout the process, right upto its logical conclusion.

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C. Filling of Nomination Papers

1. Nominations shall be accepted in the prescribed Performa. They have to be duly proposed and seconded by students belonging to the concerned electorate.
2. Nominations shall be invalidated when the name of the proposer, seconder or the candidate does not figure in the appropriate electoral list or when the proposer or the seconder proposes or seconds more than one number of candidates.
3. Each nomination paper shall bear, *interalia*, the full signature of the candidate, of the proposer and of the seconder. If these signatures do not tally with those in the admission forms or on the enrollment forms, the nomination paper shall be liable to be cancelled.
4. In case of any dispute regarding signature and facts in the nominations papers, matter will be referred to the concerned Grievance Redress Committee whose decision in the matter will be final. The nomination paper shall be treated as cancelled if any part of the information such as department, subject, year, roll number etc is found to be incorrect incomplete.
5. The Election Officer will publish the list of the valid candidates, after scrutiny.
6. Withdrawal forms (on prescribed format) of the candidature will be accepted by the concerned Election Officer or Officer mentioned in the election notice and final list of candidates will be republished by the Election Officer after withdrawal.

D. BALLOT PAPERS

1. All voting will be by secret ballot.
2. Names of the candidates will be in English in alphabetical order, the first name of the candidate (not surname) appearing first.
3. The Election Officer shall appoint Presiding Officer, Polling Officer for different booth for the conduct of polling. The ballot paper should be duly signed by the Presiding Officer.
4. Voters will mark the ballot paper against the name of the candidates with the pen provided by the Election Committee.
5. Illegibility or over writing on the ballot paper shall lead to cancellation of the ballot paper.

E. COUNTING

1. Counting shall begin either on the same day after the completion of the polling process or on the succeeding date of polling.
2. The result of winning candidates shall be declared after counting.

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F. RE-COUNTING

1. Request for recounting should be made by the candidate or authorized counting agent of the candidate after the first counting in writing. In case, the request is accepted by the Election Officer, recounting will be conducted immediately and a maximum of one recounting will be held. The request for the second recounting shall not be considered.

G. Funds

- i. The amount allocated for Electoral Expenses (Rs. 25/-) out of the annual contribution of Rs. 100/- per student shall be used as follows:-
 - a. A sum of Rs. 20/- shall be used for the conduct of the Students' Union Election by the college concerned.
 - b. The remaining Rs. 5/- shall be used by the University to meet out the expenses for conducting the University level Election and co-ordinating at the college level conduct of election.
 - c. There shall be a Students' Union A/c at the college level and another Students' Union Account at the University level separately.
 - d. At the University level, the amount shall be deposited in the general fund AC whereas, at the college level this will be deposited in Students' Fund (S/F) Account.
- ii. Out of the remaining Rs. 75/- (annual contribution), Rs. 55/- shall be deposited in the College Students' Union Account and Rs. 20/- shall be deposited in the University Students' Union Account. In case of University campus the entire amount of Rs. 75/- will be deposited in the University Students' Union A/c.
- iii. In case the expenditure with regard to Students' Union Election exceeds the allocated amounts, additional expenditure will be borne by the respective colleges and the University.
- iv. At the college level, the Students' Union Account shall be jointly operated by the Treasurer (Students' Union) and the Principal of the College.
- v. At the University level, the Students' Union Account shall be jointly operated by the Treasurer (University Students' Union) and the Dean, Students' Welfare.
- vi. For contingent expenses, a sum of Rs. 1000/- (Quarterly) and a maximum sum of Rs. 4000/- (Annual) shall be sanctionable.
- vii. The Treasurer, Students' Union shall ensure the operation and procedural maintenance of the Funds in compliance with Regulations issued in this regard from time to time.
- viii. The annual audit of the Accounts of the Students Union shall be carried out by the internal Auditor of the University and a Chartered Accountant Commissioned by the University.
- ix. The unspent balance of the Students Union Funds of a year, if any shall be transferred to

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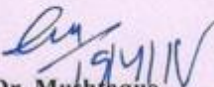
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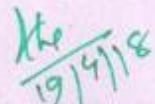
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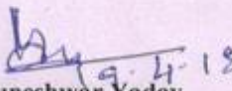
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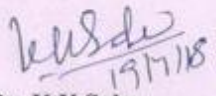
H. Budget & Accounts

- i. There shall be an Executive Committee at the college level consisting of the Office Bearers and Council Members of the college.
- ii. The Executive Committee of the Students Union at the College level shall prepare the Annual Budget of the Students Union along with a work-plan which shall be forwarded to the Dean, Students' Welfare L. N. Mithila University after due recommendation by/approval of the Principal.
- iii. At the University level, the Executive Committee of the Students Union shall prepare the Annual Budget. It will also prepare a consolidated annual budget of the Students' Union and the same will be placed before the General Council for being passed after getting approval from the Dean, Student's Welfare. The same Executive Committee shall take necessary decisions from time to time for the establishment of an academic atmosphere throughout the University and in the Colleges.
- iv. The assessment of electoral expenses at the University level shall be made by the Dean, Student's Welfare and the approval thereof shall be given by the Finance Committee/Vice-Chancellor whereas at the College level the assessment of the expenses shall be made by the Bursar with due approval of the Principal.

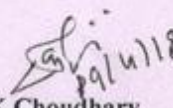

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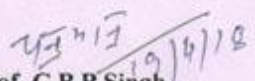

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