

ANNEXURE II

HANDBOOK OF RULES AND PROCEDURES FOR THE CONDUCT OF THE BHARATI COLLEGE STUDENTS' UNION ELECTIONS

Table of Contents

1. Procedure for the Conduct of Polls
2. Schedule of elections & Notice Template
3. Nomination form
4. Withdrawal Form
5. Code of Conduct for Candidates

1. Procedure for the Conduct of Polls

- 1.1 **The elections to the Students Council shall be held by secret ballot**, on an yearly basis. They should be organized between six to eight weeks after the commencement of the academic session, unless presented with exceptional circumstances.
- 1.2 **The entire process of elections**, commencing from the date of filing nomination papers to the date of declaration of results, including the campaign period, should not exceed ten working days.
- 1.3 **Elections shall be conducted by a duly constituted Election Committee.**

The composition of the Election Committee will be as follows:

- 1 Students' Union Advisor
- 3 Senior Faculty Members [more than 10 years experience, by rotation]
- 3 Junior Faculty Members [less than 10 years experience, by rotation]

Election Officer to be the senior most member of the committee or chosen otherwise by the Election Committee

In case a member is unable to participate in the process, the Committee holds the option of inviting the faculty member next on the list.

- 1.4 **The rules and procedure of the election** (subject to the rules as stated in the constitution), the dates for nominations and withdrawal, introduction, campaigning, polling, counting of votes and declaration of results shall be notified by the election committee with the approval of the Principal.
- 1.5 **Nominations shall be made on Nomination forms only**, available with the Administrative Office, duly signed and supported by relevant documents. The nomination forms shall be submitted to the election committee who will scrutinize them.
- 1.6 **Qualification of Candidates for Nomination:**
 - 1.6.a. The candidate must be a regular, full-time student of the college.
 - 1.6.b. The candidate should in no event have any academic arrears in the year of contesting the elections.
 - 1.6.c. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
 - 1.6.d. The candidate shall have one opportunity to contest for the post of Office Bearer only once. However, Student Representatives of the I, II, III and IV Years shall be eligible to contest for a maximum of two terms.
 - 1.6.e. The candidate should not have any previous criminal record, she should not have been tried and/or convicted for any criminal offence or misdemeanor. The

candidate shall also not have been subject to any disciplinary action by the university or college authorities.

1.7 Grievance Redressal Cell

- 1.7.a. This Cell must be constituted as an appellate body of the Election Committee, 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.
- 1.7.b. Composition of the Grievance Redressal Cell
 - 1 Students' Union Advisor, from the previous year
 - 1 Present Advisor to the Students' Union
 - 1 Senior Teacher from the last year's Election Committee
 - 2 final year students nominated by the Principal, in consultation with Staff Advisors. One student each from the Commerce and Humanities/Social Science Sections.
 - 1 Senior Administrative Staff
- 1.7.c. The Grievance Redressal Cell must give its final ruling on a grievance within 30 working days of the filing of a complaint.
- 1.7.d. The Guidelines for the functioning of the Grievance Redressal Cell are as follows:
 - (i) 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.
 - (ii) 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.
 - (iii) In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfil those duties. In executing those duties, they shall have the authority:
 - 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
 - to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

- 1.7.e. 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.
- 1.7.f. The Grievance cell may dismiss a complaint if:
- (i) the complaint was not filed within the time frame prescribed in 7.4.4 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.
- 1.7.g. 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.
- 1.7.h. 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.
- 1.7.i. 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.
- 1.7.j. All Grievance cell hearings, proceedings, and meetings must be open to the public.
- 1.7.k. 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.
- 1.7.l. 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.
- 1.7.m. 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 decide, 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 the Grievance cell Chair for the purpose of testifying by proxy.
- (ii) All questions and discussions 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. 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.
- (vi) If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- (vii) 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.
- (viii) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (ix) 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 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.
- (x) 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.

- (xi) 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.
- (xii) The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- (xiii) 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.
- (xiv) 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.
- (xv) 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.

1.8 Polling Officers to be appointed for the day of polling to ensure conduct of the election and counting.

Smooth conduct of elections includes

- Votes shall be cast using I- Cards. In case I- Cards have not been issued, vote can be cast manually, based on fee receipt.
- Polling officers shall scrutinize the I- Card and obtain signatures of the voters on the electoral roll.
- For the counting, the candidates are requested to either be present in person, or to send counting agents, duly authorized by them.

2. Schedule of Elections

2.1

Date for Filing Nomination: Day 1 till 2 p.m

Notification of Eligible Candidates Day 2, 2 p.m

Last date for correction of Minor Errors: Day 2, 4 p.m
[Minor Errors: spelling of names, discrepancy of address, signature]

Last Date for Withdrawal of Nomination: Day 3, 12 noon

Notification of Final List of Candidates: Day 3, 2 p.m.
Candidates' Debate will be notified by the Election Committee

[The debate shall be presided over by the Election Officer. The debate shall be organised in two rounds. The first round shall have the speeches of the candidates. Each Candidate will be getting 5 minutes for their speech. In round two, they will be given the opportunity to ask other candidates one question each.]

Polling: Day 9, 10 am – 3 pm

Declaration of results: Day 9, 4 to 5 pm

2.2 Template for Notice for inviting nominations

BHARATI COLLEGE (UNIVERSITY OF DELHI)

BHARATI COLLEGE STUDENTS' UNION ELECTIONS 2026-2027

NOTICE

Nominations are invited for the following posts:

1. President III /IV year
2. Vice President II Year
3. Treasurer II year
4. Secretary II Year
5. Joint Secretary I/II Year
6. One representative each from I, II, III and IV Year
7. One Representative from among Post- graduate students

Instructions

The Candidates are requested to carefully go through all the instructions regarding filing of nominations and other election guidelines [Constitution, Handbook of the Students' Union is available on the College website www.bharaticollege.du.ac.in]. Scrutiny of the personal details of the candidate and their proposers and seconders will be made from their admission forms. One student can be proposer/seconder only for one candidate. The nomination forms are available in the Administration Section. For any grievance regarding the conduct of polls, a candidate may approach, in writing, the Election Grievance Redressal Cell, within a period of three weeks from the date of declaration of results.

Email Id : elections-grievance-redressal-cell@bharati.du.ac.in

Further details are available in the Handbook.

[Election Officer]

3. NOMINATION FORM

BHARATI COLLEGE (UNIVERSITY OF DELHI)

BHARATI COLLEGE STUDENTS' UNION ELECTIONS 2026-2027

NOMINATION FORM

Nomination form for the Post of _____

Name of the Candidate (in Block Letters) _____

Parent/Guardian's Name _____

Date of Birth: _____

Age as on (1st August, 20...) _____

College Roll No. _____ Course _____ Semester _____

Present Residential Address: _____

Permanent Residential Address: _____

Email Id: _____

Mobile No. (Self): _____ Mobile No. of Parent/Guardian: _____

Have you contested the election for the position of an office bearer/ class representative of the Students' Union? Yes/No (Tick) If Yes, fill up the details given below.

1. **Post** _____ (VP/Sec./Tres./Jt. Sec./Class Rep.) **Status:** Won/Lost

2. **Post** _____ (VP/Sec./Tres./Jt. Sec./Class Rep.) **Status:** Won/Lost

Signature of the Candidate

Note :- Attach Your I-card/ Fees Receipt

Full Name of the Proposer: _____

Roll No. _____ Year _____

Course: _____ Semester: _____ Date: _____

Signature: _____

Full Name of the Seconder: _____

Roll No. _____ Year _____

Course: _____ Semester: _____ Date: _____

Signature: _____

(I-Cards of Proposer & Seconder to be attached)

Eligibility Criteria/Conditions:

1. The candidate must be a regular, full-time student of the College. (Attach your I-Card/Fee Slip)
2. Each candidate can contest only **ONCE** for the post of an office-bearer (President, Vice-President, Secretary, Joint Secretary or Treasurer). This rule does not apply to Class Representative.
3. **Nomination Form must be filled in by the candidate herself and should be submitted duly completed and signed by the Proposer and Seconder, latest by schedule as declared by the Election Committee.**
4. Withdrawal will be permitted only if it is submitted in writing by the candidate in person, together with her Identity Card/Fee Slip by latest by schedule as declared by the Election Committee.
5. A candidate can file nomination for more than one post. Separate forms have to be filled. However, one candidate can contest election for only one position.
6. The age of the candidate must be less than 22 years (if undergraduate student) or 25 years (if post-graduate student) as on **1st August 20....** _____.
7. The candidate has no academic arrears in the year of contesting the elections.

8. Once a student is elected in the Union, she can continue as Office bearer of maximum one departmental/other societies (Choose any one) and have to surrender from other societies.
9. Documents to be attached
 - a) College ID/Fee receipt
 - b) Date of Birth Certificate (Xth Class Certificate)
 - c) Previous semester(s) Mark Sheet
10. My attendance in classes is minimum 75% in all semester(s)

Undertaking and Declaration by the candidate

1. I have no previous criminal record and have not been tried and/or convicted of any criminal offence or misdemeanor. I have also not been subject to any disciplinary action by the College/university.
2. I have read and understood the above terms & conditions related to my candidature and to the best of my knowledge, I assure that, I fulfill the required criteria. If found otherwise, my candidature can be cancelled.

Date:

Signature of Candidate

4. WITHDRAWAL FORM

BHARATI COLLEGE (UNIVERSITY OF DELHI)

STUDENT ELECTIONS – WITHDRAWAL FORM

Academic Session: _____

CANDIDATE WITHDRAWAL FORM

I, _____,

S/o / D/o _____,

Roll No. _____,

Course/Programme _____,

Year/Semester _____,

having filed my nomination for the post of _____
in the Bharati College Student Union Elections for the academic session _____, hereby
withdraw my candidature from the said election.

I confirm that this withdrawal is being made voluntarily and without any coercion or undue influence.

I understand that, after submission of this withdrawal form within the prescribed withdrawal period, my candidature shall stand withdrawn in accordance with the applicable election rules.

Candidate's Details

Name of Candidate: _____

Roll No.: _____

Course/Programme: _____

Year/Semester: _____

Post Contested: _____

Date: _____

Signature of the Candidate: _____

For Election Committee Use:

Withdrawal Form received on: _____

Time of receipt: _____

Verified by: _____

Signature of the Election Officer: _____

Remarks, if any:

5. Code of Conduct for Candidates

1. Election Expenditure
 - a. Maximum permitted expenditure per candidate shall be Rs. 5000.
 - b. Candidates are barred from utilizing funds from any other source than voluntary contributions from the student body.
 - c. If the Election Committee shall deem that a candidate has spent more than this amount on her election campaign, she will be disqualified.
2. Candidate may only utilize handmade posters, to be displayed at the sites notified by the Election Committee.
3. Printed posters, printed pamphlets or any other printed material may not be used for the purpose of canvassing.
4. No candidate shall be permitted to carry out processions or public meetings or in any way canvas or distribute propaganda outside the college campus.
5. No candidate shall indulge in nor abet any activity that shall 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. Criticism of other candidates, when made, shall be confined to their policies, programmes, past record, work.
7. There should 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.
8. Candidates are prohibited from indulging in or abetting corrupt practices and offences such as bribing of voters, intimidation of voters, and impersonation of voters.
9. Canvassing or the use of propaganda on the day of polling is prohibited.
10. Transport and conveyance of voters to and from the polling station is prohibited.
11. Neither the candidate nor her supporter shall deface or cause any destruction to any College property.
12. On the day of Polling, the candidates shall:
 - a. Cooperate 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.
 - b. Not serve or distribute any eatables or any other solid or liquid consumables.
 - c. Not hand out any propaganda material.
13. 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.
14. In addition to the above mentioned code of conduct it is also recommended that the certain provisions of Indian Panel Code 1860 (BNS 2023 Section196 and Chapter IX (Sections 169 to 177)- “Offences relating to Election”) may also be made applicable to student elections.

Any contravention of any of the above shall lead to disqualification of the candidate or removal from her elected post. The Election Committee may also take appropriate disciplinary action against such a violator.