



UNIVERSITY OF HYDERABAD
STUDENTS' UNION ELECTION COMMISSION, 2023 – 2024


01st November, 2023

The following is the schedule for the elections to Students' Union for the year 2023 – 2024

ELECTION SCHEDULE

Election Notification	- Wednesday, 01 st November, 2023
Filing of Nominations	- Thursday, 02 nd November to Friday, 03 rd November till 01.00 p.m.
Scrutiny & list of valid nominations	- Friday, 03 rd November, 2023 (10.00 p.m.)
Withdrawal of Nominations & Announcement of Final list of Candidates	- Saturday, 04 th November, 2023 (2:00 p.m. to 4:00 p.m.) - Saturday, 04 th November, 2023 (10:00 p.m.)
Time for Campaigning	- Sunday, 5 th November to Tuesday, 07 th November, 2023
Last date for submission of details of Polling agents	- Tuesday, 07 th November, 2023 (12:00 Noon.)
No Campaign	- Wednesday, 08 th November, 2023 (7:00 a.m. onwards)
Date of Polling	- Thursday, 09 th November, 2023 (9:00 a.m. to 5:00 p.m.)
Counting of Votes & Announcement of Results	- Friday, 10 th November, 2023 (9:00 a.m. onwards)

The venue for filing/withdrawing nominations would be the Dean, Students' Welfare Office. The guidelines for filing nominations, nomination forms and eligibility criteria can be downloaded from the University Website. **Non-refundable nomination fee is Rs. 300/- in case of General candidates and Rs. 150/- in case of SC/ST/OBC/EWS and PWD candidates. Payment is to be made by cash.**


Chairman
Students' Union Elections
2023 - 2024
CHAIRMAN
STUDENTS' UNION ELECTIONS 2023



UNIVERSITY OF HYDERABAD
STUDENTS' UNION ELECTION COMMISSION, 2023 - 2024

01st November, 2023

ELECTION NOTIFICATION

Elections to the Students' Union for the year 2023 - 2024 will be conducted as per the details mentioned below:

Elections will take place for the positions of President, Vice-President, General Secretary, Joint Secretary, Cultural Secretary, Sports Secretary, Councillors from respective Schools and School Board Members.

While all eligible voters will vote for **Office Bearers** and the students of respective schools will vote for positions of Councillors and School Board Members of respective Schools.

Office Bearers

- 1. President**
- 2. Vice-President**
- 3. General Secretary**
- 4. Joint Secretary**
- 5. Cultural Secretary**
- 6. Sports Secretary**

School Board Members & Councillors

Sl. No.	NAME OF THE SCHOOL	Number of School Board Member Positions	Number of Councillor Positions
1	School of Life Sciences	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
2	School of Engineering Science & Technology	2 (TWO) 1 for RESEARCH & 1 for PG	1 (ONE)
3	School of Medical Science	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
4	School of Management Studies	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
5	School of Social Science	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
6	School of Economics	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
7	School of Humanities	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
8	School of Mathematics & Statistics	2 (TWO) 1 for RESEARCH & 1 for PG	1 (ONE)
9	School of Computer & Information Sciences	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
10	School of Physics	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
11	School of Chemistry	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
12	S.N. School	2 (TWO) 1 for RESEARCH & 1 for PG	3 (THREE)
13	College for Integrated Studies	School Board Member cum Councillors 3 (THREE)	

Instructions:

- Non-refundable Nomination Fee for each position is Rs. 300/- (*Rupees Three Hundred only*) for General Category students and Rs. 150/- (*Rupees One Hundred And Fifty only*) for SC/ ST/ OBC / EWS / PWD category students.
- All Candidates, Proposers and Seconders have to be full-time students with valid semester registration of the University.
- Duly filled nomination forms are to be submitted along with the required documents and after depositing the nomination fee. In-complete nominations, in any form will be rejected.
- No proxy will be allowed for submission of nomination forms and withdrawal forms.

Eligibility Criteria for Nomination

1. The candidate must be a full-time regular student having valid semester registration of the University. Distance / proximate education students are not eligible to contest. Re-admission / Recourse / Research Scholars on extension are not eligible.
2. The candidate should be proposed and seconded by two students (with valid semester registration) who belong to the electorate of the position for which he/she is contesting.
3. A student can propose or second a candidate for nomination only once.
4. For the position of School Councillors the proposer and seconder must be from the same School.
5. For the position of School Board (Research) the proposer and seconder must be a Research Scholar from the same School.
6. For the position of School Board (P.G) the proposer and seconder must be a Postgraduate from the same School.
7. The candidate contesting for any position must be from the electorate which will vote for that position.
8. The candidate shall not have a previous criminal record, that is to say he/she should not have been convicted of any criminal offence or misdemeanor and should not have been subjected to any disciplinary action by the Proctorial Board/Disciplinary Committee of the University.
9. The Candidate should have 75% attendance in aggregate upto October 31, 2023 (barring Foundation Course) in the current semester, which should be certified by the Head of the Department OR Dean of the School.
10. A candidate's academic arrears / backlogs, if any, have to be as per University norms.


11. A student who has attained **the age** of 17 years (not born after 01.11.2006) and who has not completed 28 years (not born before 01.11.1995) years on the date of election notification is eligible to file nomination as a candidate for any position of Office Bearer.
12. Students who are enrolled for a second PG programme in the University are not eligible to contest. Students who are in 3 semesters of M.Phil are also not eligible to contest. Similarly, Ph.D Scholars in their sixth year or extension are **not eligible to contest.**
13. A student who has held any position of Office Bearer or School Board member or Councillor or ICC-(GSCASH) cannot contest for a position in the same category again, with a provision that a student who lost an election before can contest any position again.
14. Academic programmes are classified as under:
 - a) **Post-Graduate Programmes:** M.Sc, M.A, MCA, 5-year Masters (Integrated), Integrated M.Tech
 - b) **Research Programmes:** M. Tech, Ph.D, Integrated Ph D.,
15. If any candidate filing nominations for two or more positions, has to keep **only one nomination for any one of the positions.** Otherwise candidature will not be considered for any of the position.

Mandatory Enclosures:

1. **Legible Photocopy** of the Identity Card and Semester Registration Card for the semester July-December 2023 of the candidate filing nomination.
2. **Legible Photocopy** of the Identity Card and Semester Registration Card for the semester July-December 2023 of Proposer and Secunder.
3. Proof of Date of birth.
4. Certificate of Attendance and Academic Record.
5. Category Certificate (if applicable)
6. In case of Ph.D students joined in 2023, the latest Identity Card and Semester Registration Card has to be enclosed.

Withdrawal of Nominations:

- Withdrawal of the nomination can be made in the prescribed format at Office of the Election Commission on 04th November, 2023 from 2.00 pm to 4.00 pm by the Candidate only.


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CODE OF CONDUCT FOR

STUDENTS' UNION ELECTIONS 2023 - 2024

1. Each candidate is allowed a maximum of thirty Posters and ten banners (size: 3' X 5') only and **no Posters and banners are allowed outside the University gates. Only cloth banners are allowed.**
2. Hand written posters and banners have to be approved and signed by the Election Commission.
3. Posters/ Writings/ paintings shall NOT be pasted on walls of the academic and residential buildings.
4. Maximum permitted expenditure per candidate is Rs.7,000/-. Each candidate shall submit complete & audited accounts to the DSW office within two weeks of declaration of results.
5. **Candidate can use pamphlets for campaigning only after getting the express consent of the Election Commission. A copy of each pamphlet distributed needs to be filed with the Election Commission in advance.**
6. Candidates and voters shall abide by the norms of decent canvassing. Personal slander including on social media and defacing, tearing and pulling down of posters will result in invalidation of the candidature/s.
7. No rally or processions are allowed.
8. Candidates shall not disturb or enter any classroom without the permission of the faculty member concerned.
9. No outsider is allowed to campaign for the elections in any form. Political/Religious leaders are prohibited from addressing the students under any pretext during the entire election process.
10. The use of religious symbols or slogans as well as the use of names of any political party and social identity in banners, posters and pamphlets or any form of the campaign is strictly prohibited. The term political party refers to the list of political entities listed by the Election Commission of India.
11. **No candidate or supporter shall involve in any official canvassing or pamphleteering from 08th November, 2023 from 7:00 a.m. onwards.**
12. No candidate shall indulge in nor shall abet any activity, which may aggravate existing differences or create mutual hatred or cause tension between different religions, castes, communities, or between any group(s) of students.

13. Criticism of other candidates, when made, shall be confined to their policies and programmes, 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.
14. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
15. All candidates are 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 in any form, canvassing or the use of propaganda within 100 meters of polling stations. They shall not hold any public meetings during the polling and counting process.
- 16. On the Polling day, no candidate shall distribute nor should any voter be in possession of any form of slips with candidates' name(s). Any violation will result in disqualification of voter found in possession of such material.**
17. No candidate or his/her supporters shall deface or cause any destruction to any property of the University, for any purpose whatsoever. All candidates shall be held jointly liable for any destruction of/defacing any University property.
18. Except the voters, no one shall enter the polling booth. No Voter shall be allowed without a valid ID card issued by the University/ Election Commission. No Mobile Phones, Pens, Pencils, Smart-Watches will be allowed in the polling booths.
19. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling. If not, the university authorities will direct the concerned to clean up and necessary penalty will be imposed.
20. **Any violation of the above will result in invalidation of the candidature/s. The Election Commission/University authorities may also take appropriate disciplinary/legal action on any written complaints that are received in any regard.**


Chairman

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UNIVERSITY OF HYDERABAD
OFFICE OF THE ELECTION COMMISSION
STUDENTS' UNION ELECTION 2023 - 2024

NOMINATION FORM

Please paste
candidate's recent
passport size photo

NAME OF THE POSITION	
Registration No.	
Name of the Candidate in BLOCK LETTERS (as printed on the Reg./ Semester ID Card)	
Name of the Candidate to be displayed on the Ballot Paper in BLOCK LETTERS	
Date of Birth & Age	DoB: / / Age as on 01.11.2023:
Category of the Candidate	
Father's Name	
Department / School	
Course & Subject	
Semester Number	
Mobile Number	
Email ID	
Residential Address	
Name of the PROPOSER	
PROPOSER's Registration Number	
PROPOSER's Department / School	
PROPOSER's Course & Subject	
Signature of the PROPOSER	
Name of the SECONDER	
SECONDER's Registration Number	
SECONDER's Department / School	
SECONDER's Course & Subject	
Signature of the SECONDER	

Date:

SIGNATURE OF THE CANDIDATE

Note: Please attach copy of the ID Card, Semester Registration Card of the Candidate, Proposer and Secunder. Please enclose a copy of the Category Certificate in case of SC / ST / OBC / EWS / PWD to avail the concession of nomination fee.

UNDERTAKING BY THE CANDIDATE FILING THE NOMINATION

I, _____, Registration Number: _____

Course / Subject: _____ have filed my nomination for the
post of _____

I hereby undertake :

1. That the Proposer & Secunder of my nomination are full-time duly registered students of the University.
2. That I do not have any criminal case filed against me in any police station / criminal record and have not been subjected to any disciplinary action by the University.
3. That I have 75% of attendance upto 31st October, 2023 and that academic arrears if any, are as per the norms of the university,
4. That I am not pursuing a second programme / course in this University at the same level.
5. That I will diligently follow without fail all regulations issued down by the Returning Officers from time to time.
6. That my supporters or I shall not cause any disturbance on the University campus or outside in any manner during the entire election process.
7. That my supporters & I shall follow the Code of Conduct in letter & spirit.
8. That my supporters or I shall not stall any officials involved in the election process from carrying out his/ her duties.
9. That I shall follow all regulations issued in connection with a) Campaigning b) Open Dais c) Polling & d) Counting of votes.
10. That I will personally ensure that any campaign materials belonging to me are removed soon after polling of votes & before the counting begins.
11. That I shall limit spending on campaigning to Rs. 7,000/- only.
12. That I shall not resort to any unfair means or inducements during the entire election process to attract votes.
13. That I shall not contain myself and my supporters from consumption of intoxicating substances in any form during the entire election process.
14. That I shall submit detailed accounts with bills duly audited to the Office of the Dean of Students' Welfare within two weeks from the declaration of results.
15. That the details furnished by me are true in respect of all details.

I fully understand that I would be held responsible and my candidature and / or election to office, would be nullified for failing to follow norms laid down by the Returning Officers. The Returning Officers have the authority to cancel my candidature/ nullify my election to office if any of the information furnished is found to be incorrect.

Date:

SIGNATURE OF THE CANDIDATE

CERTIFICATE OF ATTENDANCE & ACADEMIC RECORD

NAME				
REGISTRATION NUMBER				
PROGRAMME OF STUDY				
SUBJECT				
SEMESTER				
<u>FOR INTEGRATED/ PG & MPHIL STUDENTS</u>				
(For use by office only)				
Is she/he a registered student	YES		NO	
Does the student have 75% attendance in the current semester as on October 31, 2023?	YES		NO	
The student's academic arrears / backlogs are as per the University norms	YES		NO	
<u>FOR Ph.D. SCHOLARS</u>				
(For use by office only)				
Is she/he a registered student	YES		NO	
Has the student cleared the course requirements	YES		NO	
Is the student's research progress Satisfactory?	YES		NO	
Is the latest DRC report attached?	YES		NO	
Comments if any, HoD/ Dean				
Signature & Stamp of HoD with date				
Signature & Stamp of Dean with date				
Signature of the Returning Officer with date				



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DECLARATION OF POLLING AGENTS

I _____ Reg. No. _____, Department / School / College _____ a candidate of _____ Position, do hereby appoint the following candidates as Polling Agents, to attend the Polling Stations mentioned against their names.

S.No.	Name of the school / polling station	Name of the Polling Agent, Reg.No. and Mobile Number	Signature of the Polling Agent (in token acceptance)
1	College of Integrated Studies		
2	School of Life Sciences & School of Engineering Science & Technology		
3	School of Medical Science		
4	School of Management Studies		
5	School of Social Science		
6	School of Economics		
7	School of Humanities		
8	School of Mathematics & Statistics		
9	School of Computer & Information Sciences		
10	School of Physics		
11	School of Chemistry		
12	S.N. School		

Date:

SIGNATURE OF THE CANDIDATE

Note 1: Please enclose valid ID Card and Semester Registration Card of the Polling Agent.

2. This filled-in form shall be submitted on or before 12:00 noon of 07th November 2023.

3. The Polling Agent should report at the respective polling station by 8:30 AM on 09.11.2023.



**UNIVERSITY OF HYDERABAD
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DECLARATION OF COUNTING AGENTS

I _____ Reg. No. _____, Department / School /
College _____ a candidate of _____ Position, do
hereby appoint the following candidates as Counting Agents, to attend the Counting of votes.

S. No.	Name of the Position	Name of the Counting Agent, Reg. No. and Mobile Number	Signature of the Counting Agent (in token acceptance)
1			
2			

Date:

SIGNATURE OF THE CANDIDATE

Note 1. Please enclose valid ID Card and Semester Registration Card of the Counting Agent.

2. This filled-in form shall be submitted on or before 12:00 noon of 07th November 2023.

3. The Counting Agent should report at the counting station (Dr. B.R. Ambedkar Auditorium)
by 8:30 AM Sharp on 10.11.2023.



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DECLARATION OF COUNTING AGENTS

I _____ Reg. No. _____, Department / School /
College _____ a candidate of _____ Position, do
hereby appoint the following candidates as Counting Agents, to attend the Counting of votes.

S. No.	Name of the Position	Name of the Counting Agent, Reg. No. and Mobile Number	Signature of the Counting Agent (in token acceptance)
1			
2			

Date:

SIGNATURE OF THE CANDIDATE

Note 1: Please enclose valid ID Card and Semester Registration Card of the Counting Agent.

2. This filled-in form shall be submitted on or before 12:00 noon of 07th November 2023.

3. The Counting Agent should report at the counting station (Dr. B.R. Ambedkar Auditorium)
by 8:30 AM Sharp on 10.11.2023.



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WITHDRAWAL OF NOMINATION

I _____, Reg. No. _____, Department /
School / College _____, do hereby withdraw my nomination voluntarily for
the Position of _____

Date and Time:

SIGNATURE OF THE CANDIDATE

(As it was signed in the Nomination Form)

Note: Please enclose valid ID Card and Semester Registration Card of the Candidate.



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WITHDRAWAL OF NOMINATION

I _____, Reg. No. _____, Department /
School / College _____, do hereby withdraw my nomination voluntarily for
the Position of _____

Date and Time:

SIGNATURE OF THE CANDIDATE

(As it was signed in the Nomination Form)

Note: Please enclose valid ID Card and Semester Registration Card of the Candidate

