

Central University of Haryana

(Jant-Pali, Mahendergarh)

Office of Dean Students Welfare

General Guidelines for Election/ Nomination to the Students Council 2025-26 of the University (Under para 36 of Central Universities Act 2009)

I. Constitution of Student's Council:

- (a) 20 Students to be elected through departments level election process
- (b) 20 students to be nominated by departments on the basis of their merit in studies, sports, and extra-curricular activities
- (c) Nomination/ election as per annual roaster in alphabetic order.

II. Eligibility Criteria for nomination/ Election:

A student seeking election/ nomination to the Students' Council must fulfil the following eligibility conditions as mentioned below;

1. His/her name must appear on the rolls of the department concerned.
2. His/her age must not exceed the following limits as on the date of this notification;
 - a. 22 years in case of a UG student
(For LLB and B Ed students max. age criteria will be 25 years)
 - b. 25 years in case a PG student
(For LLM and M Ed students max. age criteria will be 28 years)
 - c. 28 years in case of a Research student
3. He/she must have a minimum of 75 percent attendance in aggregate of all courses taken by him/her during previous semester except those who are in the first semester.
4. He/she must not have any academic arrear i.e. he/she must have successfully

completed all the courses he/she took during the previous semesters of the Programme of studies in which he/she is presently enrolled; such persons who have failed and/or awarded F grade and/or detained due to shortage of attendance in any of the courses, during the previous semester(s) of the Programme of studies in which he/she is presently enrolled shall not be eligible to contest the election nomination.

5. He/she must not have any fee arrears in the year of contesting the election and have paid fee for the current semester.

6. He/she must not have previous criminal record, that is, he/she should not have been tried and/or convicted of any criminal offence or misdemeanor.

7. His/her conduct in the University must have been **exemplary** and he/she must not have been subjected to any disciplinary action by the University authorities

8. Election of a Candidate shall be declared null and void in the event of nonconformity with any of the above rules or guidelines after examination of facts by duly constituted Apex **Appeal Committee**.

III. Eligibility for voters:

The regular students of at least one-year duration course will be able to cast their vote whose name appears in the rolls of the university on the date of this notification.

(Diploma Certificate Students are not eligible)

IV. Important Dates:

Date of Notification	: 7 days before the date of election
Date of applications for Election/Nomination	: 4 days before the date of election
Last Date for withdrawal of name	: 3 days before the date of election
Date of display of eligible candidates	: 3 days before the date of election
Date of Election/ Nomination :	
Date of Result	: Date of election/next day of election
Last date for challenging any election/ nomination: 24 hours from declaration of result/ nomination	

Any challenged election/nomination shall go to the Apex appeal Committee which will decide the case maximum in five working days. The decision of the Committee will be final.

V. General Guidelines on day of Election:

- (a) HoDs/TICs of respective departments will act as Presiding officer and all faculty members of respective department will act as polling officers for polling as well as counting. No leave should be recommended on election day without permission of the Vice Chancellor.
- (b) On the day of polling no students will be allowed to enter department without proper entry and verification of Identity card. Department entry may be restricted with desk in corridors a day prior to election day.
- (c) A class room will be prepared as polling booth in such a manner which ensures secrecy of voting by the voter.
- (d) All students willing to vote will report their respective department for voting from 9am to 12 noon with proper Identity card. Only those voters will be allowed to line up by 12 noon. **NO ENTRY AFTER 12 noon** or as per schedule/timings.
- (e) Step by step process will be followed by each presiding officer; At the start of election process at 9 am presiding officer will call the candidates/ or their polling agents to check the election booth and ballot box before sealing the same and signature of all candidates will be taken on the seal of box.
 - Desk I: Voters' entry in polling booth after checking Identity card along with candidate / or polling agent appointed by them.
 - Checking the voters name in the voter in list of the department roll
 - Desk II: Signature on voters list and Strike off voter's name as soon as issue of ballot paper
 - Polling: Stamp on ballot box table, finally stamping desired candidate box with ink seal and putting the ballot in ballot box without disclosing to anyone.
 - Immediately after voting, the voter will leave the department premises
- (f) After election process is over at 12 noon, All department all faculty members will act as staff for the counting center. The presiding officer will open the box in the presence of all candidates and polling officers. Duty may be assigned by the presiding officer for smooth counting as well as preparing the result sheet in Performa sent by the office of DSW.
- (g) Minutes of Meeting of all department councils for preparing results will be duly signed by all faculty members of staff council as well as candidate/ polling agents.

Sealed envelope should be sent to the office of DSW by 4:00 pm.

VI. General Guidelines for Nomination process:

Students to be nominated in the student's council will be based on the merit in studies, sports and extra-curricular activities. The process will be followed as follows;

1. All HoDs will widely circulate notification received from the office of DSW to each and every student immediately, through all possible means such as notice board/ email/ whatsapp group etc.
2. The department will educate/ guide and motivate all the students about the true spirit for formation of students' council so that students are aware of the department roster for nomination/ election, eligibility, process of nomination/ election etc for conduct of free and fair nomination/ election process.
3. Each student willing to be nominated to student's council from the respective department will be required to fill his/her nomination claim form in duly filled Performa. He / she will put all certificates as proof for his/her claim.
4. Department faculty/staff council will meet at least three times to finalize the nomination process;
 - First meeting: Check the eligibility of the candidate for nomination.
 - Second Meeting: To review / check complete nomination form and assigning marks based on claims and proofs submitted by the candidate.
 - Third meeting: Personal interaction with each candidate to finalize the best candidate for nomination and finalizing minutes of meeting at 9 am on election day. Seal the envelope and submit it to the office of DSW by 4 pm on the final election day. No marks for personal interaction can be assigned.
5. Criteria for cultural/sports activities: All departments will follow objective criteria for nomination and marks will be assigned to find our most meritorious student for nomination. All certificates should not be older than 2 years.

Cultural activities such as music, dance, painting etc

Level	I Position	II Position	III Position	Participation	Max. Marks
Institution level	03	02	01	--	15
Inter- institutional Level	04	03	02	--	15
National level	06	04	03	02	20
International level	10	08	06	04	25
Public performance Radio, TV, Art, Gallery, Magazine	08	06	04	02	15
Degree/ Diploma from any recognized board/ University in any of the field covered under Extracurricular activities	06 (first division)	04 (second division)	--	--	10
Total					100 Max

Criteria for sports activities:

Level	I Position	II Position	III Position	Participation	Max. Marks
Represented India in any Game/ sports sponsored by Indian Olympic Association/ Federation	15	10	08	05	30
Inter-state championship organized by Association/ Federation	10	08	06	04	25
All India Inter University competitions/ other national competitions organized by Association/ Federation	10	08	06	04	25
Inter faculty/ Inter College Competitions organized by University or Government Institutions	08	06	04	--	20
Total					100 Max

Criteria for merit in studies:

S No	Program	Marks criteria	Marks (Max 100)
1	For First year students	Aggregate percentage of marks in qualifying exam.	Marks equal to Aggregate percentage of marks in qualifying exam
2.	For First year students (Ph. D)	Aggregate percentage of marks in qualifying exam.	Marks equal to Aggregate percentage of marks in qualifying exam
3.	For II/ III/ IV year students	Aggregate percentage of marks (up to last semester, for example a students studying in V semester , his / her aggregate marks till fourth semester will be taken)	Marks equal to Aggregate percentage of marks till last semester
4	For registered scholars in Ph. D	Aggregate percentage of marks in Ph.D Course work	Marks equal to percentage of marks in Ph.D course work

Thus final table for finalisation of nomination will be as follows;

Criteria	Max Marks	Marks Obtained by candidates
Studies	100	
Sports	100	
Extra Curricular activities	100	
Total	300	

6. Department will maintain the record of all such meeting for nomination for any future scrutiny by apex appeal committee.

VII. Model Code of conduct:

All candidates will follow following code of conduct after notification of election/ nomination process.

(A) No candidate will put up any poster, flex, publicity material on wall, glass, rallying other than election notice board provided by administration/Departments.

(B) Each candidate will maintain highest standard of economy and will submit statement / declaration of expenditure at the end of election which should not exceed Rs 2,000/ in any case.

(C) NO procession, rally is allowed before or after the election.

(D) Each candidate will follow highest standard of decency and decorum while canvassing or appealing during the election process.

Any violation to such model code of conduct may be reported by any candidate to the Election Officers notified for this election for concerned Schools. Election Officers will decide the course of action and report such matters to the **Apex appeal committee**.

Apex Appeal Committee:

Acts as the highest redressal body to resolve disputes, grievances, and appeals related to student council elections. Ensures free, fair, and transparent conduct of elections in compliance with university and UGC guidelines.

Election Officers:

Responsible for the execution and supervision of the election process including nominations, polling, counting, and declaration of results. Ensure adherence to rules, code of conduct, and smooth management of all election activities.

VIII. General Guidelines for Nomination / election process:

1. Department should educate/ guide and motivate all the students about the true spirit for formation of students' council so that students are aware of department roster for nomination/ election, eligibility, process of nomination/ election etc. for conduct of free and fair nomination/ election process.
2. All Departments should ensure strict adherence to the schedule of events for nomination/ election notified separately.
3. Eligibility conditions of all applicants for nominations/ election such as attendance, academic performance, extra-curricular activities must be duly checked and verified by the department staff council. All documentary proofs should be kept properly for future reference.
4. All minutes of department staff council meetings for this purpose should be properly recorded and stored for future reference.
5. Due rehearsal should be done a day before the election and various tasks should be meticulously assigned to different faculty members such as entry of students with proper Identity Card, signature at entry, handing over the ballot paper, stamp and inkpad to be kept near ballot box, Final submission of vote to ballot box should be reasonably covered with some curtain/ cardboard etc.
6. In order to ensure free and fair election process a central observer team has been constituted by competent authorities. Such central observer team will visit various

departments to ensure compliance of proper election procedures.

7. During the process of election, counting of results and compiling of results contesting candidates should be allowed to view the process with a reasonable distance for transparency like in general elections.
8. Central election Observers will visit the election booths on election day to ensure rules are adhered to. Any violation will be reported to Apex Appeal committee.
9. Any candidate if feel at stage some process is violated can appeal within 24 hours of declaration of result. Department should maintain record for election / nomination process such as ballot papers etc. for any appeal from any candidate.
10. Any complaint received within 24 hours be reported immediately to the Apex Appeal Committee constituted for the purpose.

Central University of Haryana
Office of Dean Students' Welfare

Application Form for Election/Nomination for Students' Council 2025-26

Department:

Name of the Applicant Student:

Program and year of study:

Father /Mother's name:

Address:

Mobile No. and Email ID :

Declaration by the student (Contestant):

I hereby declare that, I fulfil all the eligibility criteria for nomination/election as mentioned in the Notification for formation of Students' Council 2024-25.

Signature of the contestant (for Nomination/ Election)

Proposer statement

I _____ S/o D/o _____ studying in
the Program _____ from the department of _____,
Resident of _____ propose the candidature of Mr/Ms
_____ for the election/nomination for the Students' Council 2024-25.

Signature of the Proposer

Note: Proposer should be a student on the rolls of the same department.

Scrutiny by the Department Staff Council

Checked all the documents related to minimum eligibility and additional documents related to extra-curricular activities/ major achievements (in case of nomination) of the candidate Mr/Ms.....

Signature of Members of Department Staff council

Central University of Haryana
Office of the Dean, Students' Welfare
Students' Council Nomination/Election 2025-26
Withdrawal of Nomination Form

Withdrawal of Candidature / Nomination

1. Name of Candidate: _____
2. Enrollment Number: _____
3. Programme & Department: _____
4. Position Contesting For: _____
5. Date of Submission of Nomination: _____

Declaration by Candidate

I, _____ (full name), enrolled in the Central University of Haryana, hereby submit my voluntary withdrawal from contesting for the above-mentioned position in the Students' Council Elections.

I confirm that this decision has been taken by me freely and without any pressure, and I request that my candidature be treated as withdrawn.

Signature of Candidate: _____

Date: _____

Place: _____

Acknowledgement by Election Officer/Head of the Department

Received the withdrawal form of Mr./Ms. _____, Enrollment No. _____, for the post of _____, on this day _____ (Date).

Signature of Election Officer/HoD: _____

Name & Designation: _____

Sample ballot

S.No	Name of the contestant	Vote
1	AB	 
2	CD	 
3	EF	
4	GH	 