Schedule SSA-7

SSA-7 Details regarding the functions and procedure for formation of the Goa University Students' Council (GUSC).

SSA-7 (i) Aims and Objectives

a. *To promote mutual interaction, a democratic value and a spirit of oneness among the students of the Goa University.*

b. *To promote the intellectual, social and cultural development of the students of the Goa University.*

c. *To promote consciousness among the students of the Goa University of the current events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.*

d. *To promote among the students of the Goa University sense of service to the people and duty towards the state.*

e. *To promote harmonious relations among all sections of the University Community, and inculcate scientific temper amongst the student community.*

f. *To meet, discuss and make suggestions to the University authorities on matters concerning common interest of the students.*

g. *To create awareness about eco-conservation and environment.*

SSA-7 (ii) Functions of Goa University Student's Council

a. ***Cultural functions*** *i.e. organising debates, lectures, seminars, study circles, essay competitions, dramatic contests, variety entertainment, publication of magazines, bulletin of wall newspapers, and such other functions.*

b. ***Social Service Functions****: to train the students to be better citizens by carrying out social relieve programmes in case of flood or drought or any other natural calamity, organising blood donation camps, organising and running co-operative. and such other related function.*

c. ***To help weaker sections of the student Community*** *by organizing book banks, poor students fund to provide lump sum grant or scholarships. This also entails collection of funds from outside sources to have more resources for the purpose.*

SSA-7 (iii) Duties

a. ***University Class Representative (UCR):*** *He/She will bring to the notice of the University Faculty Representative (UFR) /University School Representative (USR) of his/her Institution, the various issues if any, of the concerned class. He/She will hold at least two meetings in each term. The meetings shall be chaired by the UFR/USR. In case UFR/USR fails to attend such meetings, the UCR himself/herself shall conduct the meeting.*

b. University Faculty Representatives (UFRs) /University School Representative (USRs)

1. *He/She will bring to the notice of the Executive Committee of the Students' Council the issues of the students in her/his Institution which in turn will take it to the authorities concerned.*

2. *He/she shall cooperate with the Executive Committee of the Students' Council in organizing the cultural activities allotted to his/her Institution by the GUSC.*

3. *He/she shall send the proposals regarding seminars and workshops to the Executive Committee of the Students' Council.*

c) *The President shall display the accounts of Goa University Students' Council at the end of the year. For smooth conduct of the various activities, the Executive Committee of the Students' Council may appoint the Zonal Council (North and South).*

SSA-7 (iv)

a) For purpose of this Statute, 'Class' means a body of regular students undergoing course of instruction leading to a University semester examination in a Faculty /School, e.g., classes in the School of Arts, Science & Commerce shall be as under:

1. *Each year of Undergraduate, Post-Graduate Programmes and Research Students of Professional and Non-Professional from Faculty/School.*

b) Each class in a faculty/ School shall elect one representative on the electoral college of that faculty/School. Such a representative shall hereinafter be called "University Class Representative" (UCR).

c) Elections for forming the Electoral College shall be held by ballot on the basis of the principle of simple majority vote.

d) The Director of Students' Welfare, in consultation with Election Committee constituted in clause (e) below shall fix and announce a date for holding election of class representatives which shall be ordinarily held within 6 to 8 weeks from the commencement of the academic year. The Principal of the College/Head/Dean of recognised Institution/School shall make the necessary arrangements for holding the election on the notified dates.

e) There shall be an Election Committee consisting of the following:

- *i) Two Principals of Private Colleges – Members*
- *ii) One Principal of Government College – Member*
- *iii) One Principal of Professional College – Member*
- *iv) Two University Professors – Members*
- *v) Director, DSW - Member Secretary (Ex-Officio)*

The Vice-Chancellor shall nominate the members of this Committee with one of the University Professors as its Chairperson.

The Committee shall chalk out the plan to conduct the GUSC elections and shall be responsible to conduct the same.

f) The Electoral Roll of a Faculty/School in a College/ Institution shall consist of all the UCRs of that Faculty/School in the College/ Institution. These UCRs within 10 days after their election shall elect one from among themselves to be a member of the Students' Council to represent the respective Faculty/School in the College/Institution (hereinafter called "University Faculty Representative" (UFR)/ "University School Representative" (USR)) in a meeting to be convened by the Principal/ Head of the Institution as per the provision made here under. Provided that only one University Faculty /School Representative of a College/institution shall be elected in case in that college/ institution classes for all the years of the full-fledged course are not being conducted.

g) The Electoral Roll of a Faculty/ School in a College/Institution shall consist of UCRs in that Faculty/ School in that College/Institution. The Electoral College so constituted shall elect one from among UCRs to be an UFR of that Faculty/ School on the Students' Council to represent that college/Institution.

Provided that in a college/Institution where classes for all the years of the full-fledged course are not being conducted there shall be one Electoral College of the UCRs for the entire College/Institution for the purpose of electing one UFR/USR irrespective of the faculty to represent the entire College/Institution.

h) The election to the Students' Council shall be held by ballot and in accordance with the system of simple majority of votes.

i) If a student, by virtue of his/her being a student of more than one College/ Institution/ Department/School, is elected as UFR/USR from more than one College / Institution / Department/ School, he/she shall at his/her option, to be exercised within 24 hours of the declaration of the Results of the last elections, retain the membership as UFR/ USR from only one College/ Institution / Department/ School, and relinquish his/her membership from the other or others. In such a case, the person who is next in order in terms of the votes polled in the Colleges/institution/Department/ School, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected as UFR/USR.

j) In case, a student is contesting the election from more than one College / Institution Department/School on the Students Council, he/she shall inform the Principal, Head of the College/ institution/ Department/ School concerned, and in case of election of only such students, at the time of counting a note shall be kept of the first three candidates in the order of the number of votes polled.

k) No student shall be eligible to contest the election to the UCRs/UFRs/USRs or member of the Executive Committee of the Students' Council if he/she does not fall under the minimum/maximum age limits on the date of the scrutiny of the nomination papers as stipulated below:

1. *Under graduate student (Non-professional colleges) shall have completed 17 years, and shall not be more than 22 years of age.*

2. *Students of Professional Colleges (Under-Graduate and Post-Graduate) shall have completed 17 years and not more than 26 years of age.*

3. *Post-Graduate student shall not be more than 25 years of age.*

4. Research students shall not be more than 28 years of age.

He/She shall also cease to be such member if he/she fails to appear or pass at the next University Semester Examination for which he/she was enrolled when he/she became a member.

A student shall also lose his/her membership of the Students' Council if he/she changes his/her faculty/school. If such vacancy occurs during the academic year, it shall not be filled up.

A candidate shall hold the post of office bearer in the Executive Committee of the Students' Council such as the posts of the President and Secretary, only once during his/her academic tenure at the University for undergraduate and the post-graduate programmes of study taken together. However, the candidate may serve twice as a member of the Executive Committee of the Students' Council during his/her academic tenure at the University for undergraduate and the post-graduate programmes of study taken together.

A candidate contesting the election must be a regular, full time student of the University, and shall not be a distance/proximate education/part time student.

A UFR/USR shall not propose or second more than one candidate for one and the same post of Office Bearer (i.e. President and Secretary) on the Executive Committee of the Students' Council.

A UFR/USR may propose/second a maximum of 7 candidates for the post of member on the Executive Committee.

l) The name(s) of the UFRs/USRs/UCRs duly elected shall be communicated by the Principal/Head of the Institution within two days (by Post/Email/Fax/Hand delivery) from the date of election of the UFRs/USR only to the Director of Students' Welfare of Goa University in forms 'F' and 'G' respectively.

SSA-7 (v)

1. For the purpose of election of one USR from each teaching School of the University, a separate electoral college consisting of one UCR in the University Schools covered by the School in question shall be constituted.

2. The Director of Students' Welfare, with the approval of the Vice Chancellor shall appoint any of the Senior Teachers within the respective Schools and at the respective places to conduct election of the UCRs within the School.

3. UCRs for separate Faculties/Schools, within 10 days after the date of their election, shall elect one from among themselves to be a UFR/USR, in a meeting to be convened by the Director of Students' Welfare/Head of the Institute/ Teacher In-charge of the Elections of the Students Council. The result of the election shall be notified within two days from the date of election.

SSA-7(vi)

No student falling in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:

1. A student who has backlog of any of the courses of earlier departmental/School examinations of the respective degree.

OR

2. *Who has been admitted to the class from which he/she is contesting by getting the benefit of ATKT.*

OR

3. *A student who is repeater in a class from which he/she is contesting the elections.*

OR

4. *A student who has past criminal record.*

SSA-7(vii)

The Election Committee shall conduct the election for the Executive Committee of the Student's Council. The University Faculty/School Representatives(UFRs)/(USRs) shall elect from amongst themselves the President, the Secretary and seven Members of the Students' Executive Committee. Out of these nine members, at least one shall be a lady Student.

SSA-7(viii) Procedure for election of UCRs, UFRs, USRs and member of the Executive Union of the Students council.

a. ***Notification for Elections****: The Director of Students' Welfare shall ordinarily schedule and announce a date for holding election of UCRs which shall ordinarily be held within 6 to 8 weeks from the commencement of the academic session of the 1st year.*

b. *The elections of the UFRs/USRs shall be held within 10 days of the date of the elections of the UCRs.*

c. *The notification for the election of the members of the Executive Committee of the Students' Council shall be issued by the Director of Students' Welfare by giving at least 10 days' notice. The election shall be ordinarily held within 10 working days from the date of the elections of the UFRs/USRs. In this notification the programme of the filling of the nomination/ withdrawals/ scrutiny and such other will be clearly indicated.*

d. *The results of the elections of the UFRs/USRs and of the members of the Executive Committee of the Students' Council shall be declared within 2 working days of their respective dates of elections.*

SSA-7(ix)

a. *The Principals of the Colleges/ Heads of the Institutions/ Director of Students' Welfare or their Nominees shall prepare separate lists of voters for each class and shall be notified and displayed on the notice board. The cut- off date for the voters list shall be the 1st working day of the month of August of the relevant academic year.*

b. *The Director of Students' Welfare shall by a notification inform the date and the places for the following stages:*

    1. *The nomination of candidates*
    2. *The scrutiny of nominations.*
    3. *The withdrawals of candidate*
    4. *The record of votes*
    5. *Counting of votes.*
    6. *Declaration of results.*

c. *On the day and during the hours notified for nomination of candidates, person/s desirous of contesting the election shall file a nomination paper using Form A, B, C and D as the case may be and present it, either in person or through a representative who shall be a bonafide voter authorised in writing on his/her behalf by him/her to the Principals of the respective Colleges or the Head of the respective Institution or the Director of Students' Welfare or their Nominees.*

d. *At the time and place appointed for scrutiny of nomination, the intending candidates or any other person who shall be a bonafide voter duly authorised in writing by each such candidates shall alone be entitled to be present. The Principal/ Head of the Institution/Election Committee/Director of Students' Welfare shall allow such persons, reasonable facilities to examine the nomination papers of intending candidates.*

e. *The Principal/ Head of the Institution/ Election Committee/Director of Students' Welfare shall examine the nomination papers and shall decide on all objections raised before him/ her against any nomination, either on such objection or on own motion, and after such summary inquiry, if any, as he/ she considers necessary reject nomination paper on any of the following grounds, namely:*

   1) *That the name of the candidate does not appear in the list of voters.*

   2) *That the name of the proposer and / or seconder wherever applicable does not appear in the list of voters.*

   3) *That on the date fixed for scrutiny of nominations the candidate is disqualified for being less/ more than the years of age stipulated in each case, in this Statute.*

   4) *That the candidate has failed to comply with any of the provisions required by these Statutes.*

f. *Any candidate may withdraw his/her candidature by a notice in writing subscribed by him/her and delivered to the Principal/Head of the Institution/Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such a notice shall be delivered by the candidate in person. Any notice of withdrawals given after the expiry of the withdrawal date shall have no effect. No person, who has once given a notice of withdrawal of his /her candidature, shall be allowed to cancel the same.*

g. *On the expiry of the period allowed for the withdrawal of candidature, the Principal /Head of the Institution/ /Director of Students' Welfare shall prepare under his/her signature, a list of all contesting candidates and display at such place or places as he/she may determine on the day following the date appointed for withdrawal of the candidature.*

h. *The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same name and surname, they shall be distinguished by addition of their father's/ husband's/middle name.*

i. *There shall be no voting by proxy.*

j. ***Grounds for rejection of ballot papers***

a) The Returning Officer shall reject as void any ballot paper:

1) If it bears any mark or writing by which the vote can be identified.

2) If no vote is recorded thereon.

3) If the voter has recorded more votes than he/she is entitled to

4) If the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given.

5) If it is a spurious ballot paper.

6) If it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.

7) If it bears a design different from the design of the ballot paper authorised for use at the poll.

k. ***Instruction regarding voting*** *:-*

1) A ballot paper shall be issued to a voter on production of his/her identity card.

2) The voter shall for the vote he/she gives mark a cross (X) in the column under the heading cross of the ballot paper against the name of the candidate to whom he/she intends to give a vote. He/she shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box provided for the purpose and without undue delay leave the polling room.

3) No ballot paper should be issued to any voter:
i) If he/she is not in a position to produce his/her identity card.
ii) After the hour fixed for closing of the poll except to those voters who were present at the polling station at the time of closing the poll.

l. Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected, determination of the persons as to whom such an additional vote shall be deemed to have been given, shall be made by lots to be drawn in the presence of the Returning Officer and the candidates and in such manner as the Returning Officer may determine.

m. For the purpose of election of UCRs and UFRs/ USRs the respective Principals of the College/Heads of the Institution/Deans of Schools/ Director of Students' Welfare or his nominee shall be the Returning Officer.

n. For the purpose of elections of the Executive Committee of the Students' Council, the Director of Students' Welfare or a nominee appointed by Registrar for the purpose shall be the Returning Officer.

SSA-7(x) Rules procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Committee.

a. Meeting of the Students' Council and Students' Executive Committee shall be held on the University premises, unless the Director of Students' Welfare otherwise directs

b. One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of equality of votes the President of the meeting shall have a second or casting vote.

c. The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his/ her absence by the President of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself/ herself and the President of the Council.

d. Before the commencement of a meeting of the Students Council, the President of the meeting shall ascertain the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council.

e. Such proposals or matters only as lie within the functions of the Students' Council and such other proposals or matters as are referred to them by any other authority or officer of the University shall be entertained and discussed at the meeting of the Council.

f. The meeting of the Students' Executive Committee shall be held at least twice a year and at the other times when convened by the President of the Committee of Students' Council. However, if felt necessary, a meeting of the Committee of the Students' Council may be convened by the Director of Students' Welfare.

g. One third of members of the Students' Executive Committee shall form a quorum for a meeting of the Committee of the Students' Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Committee of the Students' Council by show of hands. In the case of a tie, the President of the meeting shall have a second or casting vote.

h. The meeting of the Students' Executive Committee shall be presided over by the President of the Committee of the Students' Council and in his/ her absence, by a member of the Committee of the Students' Council nominated by the Director of Students' Welfare.

i. The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Committee.

j. The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students Executive Committee.

k. The minutes of the meeting of the Students' Council and the Students' Executive Committee shall ordinarily be placed for the confirmation of the Council or the Committee of the Students' Council as the case may be at their immediate next meeting.

l. Soon after the meeting of the Students' Council or the Students' Executive Committee is over, the Secretary shall forward the draft minutes for the approval of the President of the meeting through the Director of Students' Welfare. The approved minutes shall be

sent to the members of the Council or the Committee of the Students' Council as the case may be for their information and record.

SSA-7(xi) Code of Conduct

a. *All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University/College. Use of loudspeakers, vehicles and animals for the purpose of canvassing shall not be permitted. Campaign shall be limited to the bonafide student Voters of Goa University.*

b. *Interference of Non-Students in any process of election is strictly prohibited. During the period of 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. If found guilty, the person/candidate shall be punished/ disqualified.*

c. Use of threats, unfair means, pressure tactics, terrorism, kidnapping, bribing, intimidating, and indulgence in communal, regional and anti-national campaign is strictly prohibited. Use of any of the above may disqualify a candidate if found guilty by the Election Officer. All candidates shall be prohibited from indulging in or abetting all activities which are considered to be corrupt practices and offences, impersonation of voters, canvassing or the use of propaganda within 100 metres 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.

d. The candidates are specially barred from utilising funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election. The maximum permitted expenditure per candidate shall be as decided and notified by the University from time to time. Each candidate shall submit within ten working days of declaration of the election result of UCR/UFR/USR and Executive Committee of GUSC complete and self certified audited accounts to the Election Officer/Election-Incharge of the respective College/Institution as prescribed in Form H. The election officer/Election-Incharge of the respective College/Institution shall submit the consolidated and audited accounts duly certified to the Principal/Director of the College/Institution. The Principal/Director of the respective College/Institution shall forward the duly certified audited account statement of the candidates to the Office of Directorate of Students Welfare & Cultural Affairs within two weeks of the declaration of the election result. The election of the candidate will be nullified in the event of any noncompliance or excessive expenditure.

e. *Disfiguring of the walls/ property of the University/College for the purpose of campaigning may disqualify the candidate.*

f. *Every contestant shall sign an undertaking that he/ she will abide by all the provisions of this Statute.*

g. *Any candidate, violating the Code of Conduct mentioned above, may be disqualified for the election if found guilty by the Election Officer.*

h. In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – Offences Relating to Election), shall be applicable to the elections of GUSC.

i. Any kind of election related grievances of the candidate/s shall be addressed only to the Grievance Redressal Cell (GRC) defined for the purpose.

k. In case of any activity like procession, marching, shouting slogans etc. barging into the offices of Principals/Chairperson/Director, Directorate of Students Welfare and Cultural Affairs or members of GUSCEC/Chairperson or members of GRC/ Registrar/ Vice-Chancellor during or after election by the candidate who has either won or lost in the election, either alone or with group of students or through any student union/organization/political parties, against the process/ election result/election authority, shall disqualify the concerned candidate from contesting in any future elections as UCR/UFR /USR/Council member and such candidates shall be recommended for immediate discontinuation of any fellowships, free-ships, special facilities which they might be receiving till the completion of entire two, three or four year degree program in future.

SSA-7(xii) Police Security for Academic Community

The staff members/personnel involved in conducting the election shall be provided with Police protection to ensure that no untoward incident takes place during the election.

SSA-7 (xiii) Grievance Redressal Mechanism:

a. There shall be a Grievance Redressal Cell (GRC) consisting of the following members:

Registrar of the University – Chairperson.
Coordinator, College Development Council-Member
All (six) members of the Election Committee- Members
Principal of a Law College – Member(only if not a member earlier).
Assistant Registrar (Legal) – Member.
One male student of U.G. Course – Member
One female student of P.G. Course –Member.
Director of Students' Welfare – Member Secretary

b. The GRC shall be constituted by the Vice Chancellor in the beginning of each academic year, at the time of the notification of election to the GUSC.

c. The GRC shall decide on all election related grievances of the candidates contesting the elections/students participating in the elections which should be received up to two working days before the date of election.

i) The GRC shall serve as the court of original jurisdiction and shall have powers to conduct proceedings and hearing necessary to fulfil the duties assigned to it.

ii) It can prosecute violators of any aspect of the code of conduct or the rulings of the GRC.

iii) It can summon the candidates/students, and request them to give testimony and produce necessary records.
iv) It can inspect financial reports of any candidate to check if any code of conduct is violated.
v) The members of the GRC are prohibited from filing complaints.
vi) The GRC shall act on all complaints within one working day they are received. It is empowered to decide either to dismiss the complaint or call a hearing.
vii) The hearing shall be done at the earliest possible time.
viii) In the case of hearing, the GRC shall ensure that the complaining candidates/groups are informed (in writing/e-mail) about time and place of hearing and that they are physically present for the hearing.
ix) The complaining candidates may be allowed to produce not more than two witnesses.
x) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
xi) The GRC shall provide reasonable time limit, fair and equal treatment to both the sides.
xii) The complaining candidate/group shall bear the burden of proof.
xiii) More than half of the members of the GRC present shall constitute the quorum for its meeting.
xiv) Pending hearing, the GRC by majority opinion, may issue a temporary restraining order to prevent adverse effect on any individual or entity. Such an order will remain in force until a final decision is taken by the GRC. Only bonafide students shall participate in the proceedings/hearings of the GRC. They may receive counsel from bona fide students only.
xv) After hearing, if found guilty/complaint is genuine, the GRC shall have the power to take appropriate decision/s including disqualification of the candidate/s.

SSA-7(xiv)

d) The Vice Chancellor of the University shall be the appellate authority and his/her decision will be final and binding in all cases.

Revised Appendices:

1. *Form-A: Form of Nomination Paper for the Election of the University Class Representative.*
2. *Form –B: Form of Nomination Paper (for election of UFR when the members on the Electoral College are three or less than three).*
3. *Form-C: Form of Nomination Paper (for election of UFR when the members on the Electoral College are more than three).*
4. *Form-D: Form of Nomination Paper, Election of the Executive Committee of the GUSC.*
5. *Form-E: Ballot Paper.*
6. *Form-F: Form of Communication of Result of Election of UFR to Students' Council.*
7. *Form-G: Form of Communication of Result of Election of UCR to Students' Council.*
8. *Form-H: Declaration of Expenditure by the candidate.*

FORM-A No.
Form of Nomination Paper

ELECTION OF THE UNIVERSITY CLASS REPRESENTATIVE

1. Name of the College/Institution:_____

2. The post applied for: University Class Representative of_____

Class_____ College_____ Faculty/School_____

3. Name of the Candidate_____

(in capital letters) Surname Name Father's name/middle Name

4. Residential Address of the candidate:

5. Class_____ Department/School_____ Roll No._____Tel. No._____

6. Date of Birth: (in figures and words)_____

7. Candidate details of the membership of various Associations/Organisations_____

_____

8. Academic Record of the Previous Year_____

a) The College/HSS/Dept. last attended:_____

_____

b) The class in which studied_____

c) Result of the last examination: Passed/Failed/A.T.K.T._____

9. Name of the Proposer:_____

(in capital letters) Surname Name Father's name/Middle Name

10. Class_____ Department/School_____ Roll No._____

_____

Signature of the Proposer

11. Name of the Seconder:_____

(in capital letters) Surname Name Father's name/Middle Name

12. Class_____ Department/School_____ Roll No_____

Date:_____

_____

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the Statutes and code of conduct governing the election of the University Class Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date:_____

_____

Signature of the Candidate

Note: In case any information to the above points is nil. The same is to be indicated as NIL.

INSTRUCTIONS TO THE CANDIDATE

1. The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of the nomination.

2. Nomination papers shall be in the prescribed form and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless she/he signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/_____

_____ was received on_____(day), the_____(date) at _____ (time).

_____

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid:

2. The Nomination paper is invalid due to_____

_____

3. The Nomination paper is withdrawn by the candidate on_____

(Strike out what is not applicable)

Date:_____

_____

Signature of the Returning Officer

FORM-B

FORM OF NOMINATION PAPER FOR UNIVERSITY FACULTY/SCHOOL REPRESENTATIVE

*Name of the College/Institution/Faculty/School:*_____

_____

(To be used when the number of members on the Electoral College is three or less than three)

To

The Returning Officer,

_____

_____

Sir/Madam,

I wish to contest the election of the College/Institution/Faculty/School Representative on the Students' Council of the University.

My particulars are as under:

1.Name In full : _____
(in capital letters) Surname Name Father's name/ middle Name

2.Class: _____

*3. Roll No. &Division:*_____

4. Date of Birth: _____

*5. Residential Address:*_____

*6. Telephone No.:*_____

Place: _____

Date: _____

_____

Signature of the Candidate.

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct for the election of the University Faculty/School Representative and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

_____

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

1. *The nomination paper must be submitted to the Returning Officer so as to reach him/her not later than the time and day notified for the receipt of nomination.*

2. *Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.*

REMARKS OF THE OFFICE

The nomination paper ofShri/Smt./Kum/_____

_____ was received on _____

(day), the _____ (date) at _____(time).

_____

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.

2.The Nomination paper is invalid due to _____
_____

3. The Nomination paper is withdrawn by the candidate on_____

_____

(Strike out what is not applicable)

Date: _____

_____

Signature of the Returning Officer

FORM-C

FORM OF NOMINATION PAPER FOR FACULTY/SCHOOL REPRESENTATIVE

Name of the College/Institution/Faculty/School: _____

Election of the Faculty/School Representative by the Electoral College

(To be used when the number of members on the Electoral College is more than three)

Name of the Authority of Office for which the candidate is nominated:_____

_____

Name of the Electoral College/Faculty/School: _____

Name of the Candidate:_____
(in capital letters) Surname Name Father's name/ middle Name

Class, Division & Roll No._____

Tel. No.: _____

Date of Birth_____

Candidate's Residential address:_____

_____

Name of the Proposer: (in full): Shri/Smt./Kum_____

Class, Division & Roll No._____

Proposer's Residential address:_____

_____

Proposer's Signature:_____

Name of the Seconder: (in full):_____

Class, Division & Roll No._____

Seconder's Residential address: _____

_____

Seconder's Signature:_____

DECLARATION OF THE CANDIDATE

I hereby declare that I have read the statutes and code of conduct Governing the election of the University Faculty/School Representatives and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief. I further declare that I consent to my nomination.

Date: _____

_____

Signature of the Candidate

N.B.:

1. *The nomination paper must be forwarded to the Principal/Head of the Institution /the Director of Students' Welfare or to the Election Officer appointed for the purpose so as to reach him/her not later than the day notified for the receipt of nomination in respect of nomination in respect of any particular election.*

2. *Nomination papers shall be in the prescribed form, and shall be dated and signed by two electors or by two members of the bodies entitled to vote and where possible shall contain the name in full, address and other details of the two signatories and the candidate nominated. No person shall be nominated unless he/she signifies his/her consent of the nomination paper. It is also not open to an elector to either propose or second his/her own candidature. A nomination paper which does not comply with all the requirements as mentioned above shall be rejected.*

3. *If the total strength of the electoral College is three or less than three in a College/Institution, the nomination paper shall be valid if it is duly signed by the candidate. (In such cases the requirement that the candidature should be duly proposed and seconded by the two signatories who should be the members of the electoral college will not be insisted upon). In such a case Form 'B' of the nomination paper may be used.*

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/_____

_____ was received on_____

(day), the _____ (date) at _____ time).

_____

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. The Nomination Paper is found to be valid.

2.The Nomination paper is invalid due to _____
_____

3. The Nomination paper is withdrawn by the candidate on_____
_____

(Strike out what is not applicable)

Date: _____

_____

Signature of the Returning Officer

FORM-D

Form of Nomination Paper

ELECTION OF THE EXECUTIVE COMMITTEE OF THE GOA UNIVERSITY STUDENTS' COUNCIL (GUSC)

1. The post applied for: Chairman/Secretary/Member/Lady Member. (Strike out which is not applicable).

2. Name of the Candidate:_____

Surname Name Father's name/ middle Name

3. Class _____ Division: (Part)_____

4. Name of the Institution/School: _____

5. Date of Birth : _____

(in figures and words) :_____

6. Residential Address of the candidate:_____

7. Telephone No.: _____

8. Name of the Proposer: _____

(In capital letters) Surname Name Father's name/ middle Name

9. Class _____ Division: (Part) _____

10. Name of the Institution/School: _____

Date:_____

_____

Signature of the Proposer

11. Name of the Seconder : _____

(in capital letters) Surname Name Father's name/ middle Name

12. Class _____ Division (Part) _____

13. Name of the Institution/School: _____

_____

Date: _____ *_____*

Signature of the Seconder

DECLARATION OF THE CANDIDATE

I hereby declare that I _____ am aware of the norms governing the election of the Executive Committee of the Students' Council and these are binding on me. I further declare that the information given above is true to the best of my knowledge and belief, I further declare that I consent to my nomination.

Date: _____ *_____*

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

1. *The nomination paper must be submitted to the Returning Officer so as to reach him/ her not later than the time and day notified for the receipt of nomination.*
2. *A Voter/ UFR/USR shall not propose or second the candidature of more contestants than the number of posts to be filled.*
3. *Nomination papers shall be in the prescribed form, and shall be dated and signed by any two members entitled to vote. No person shall be nominated as a candidate for election unless he/ she signifies his/ her consent on the nomination paper. A nomination paper which does not comply with all the requirements shall be rejected.*

REMARKS OF THE OFFICE

The nomination paper of Shri/Smt./Kum/ _____

_____ was received on_____

(day), the _____ (date) at _____ (time).

_____

Signature of the receiver.

SCRUTINY OF THE NOMINATION PAPER

1. *The Nomination Paper is found to be valid.*
2. *The Nomination paper is invalid due to _____*

_____

3.The Nomination paper is withdrawn by the candidate on_____

(Strike out what is not applicable)

Date: _____ *_____*

Signature of the Returning Officer

FORM 'E' (BALLOT PAPER)

NAME OF THE INSTITUTION: _____

FACULTY/SCHOOLOF : _____

ELECTION FOR THE POST OF UNIVERSITY CLASS REPRESENTATIVE/UNIVERSITY FACULTY/SCHOOL REPRESENTATIVE

NAME	(X) CROSS

SEAL

FORM 'F'

FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY FACULTY/ SCHOOLREPRESENTATIVE TO STUDENTS' COUNCIL

(To be communicated WITHIN TWO DAYS from the date of election)

To

The Director,
Directorate of Students' Welfare
& Cultural Affairs,
Goa University,
Taleigao Plateau, Goa.

Sir,

This is to inform you that Shri/Miss_____

a bonafide student of this College/Class was elected to the Students' Council of the University at the election held on _____ by the Electoral College of this Institution.

Information in respect of his/her age, residential address etc. is given below:

NAME IN FULL : _____

(in capital letters) Surname Name Father's name/ middle Name

DATE OF BIRTH:_____ In Words):_____

_____

RESIDENTIAL ADDRESS: _____

TELEPHONE No.: _____

I certify that the election to the Students' Council was held in accordance with the rules and procedures laid down in the Goa University Statutes, SA-23.

_____ _____

Specimen signature of the elected candidate to be taken in the presence of the Principal of the Institution.

Signature of the Head of the Institution

SEAL

FORM 'G'

FORM OF COMMUNICATION OF RESULT OF ELECTION OF UNIVERSITY CLASS REPRESENTATIVE

(To be communicated WITHIN TWO DAYS from the date of election of University Faculty/School Representative)

NAME OF THE INSTITUTION: _____

FACULTY/SCHOOL : _____

DATE OF HOLDING THE ELECTION: _____

Name of the Elected Class Representative & address	Class Particulars of the outstanding achievements in Sports/NSS/NCC Cultural activities (necessary Certificates to be attached	Whether belonging to SC/ST/OBC

I certify that the election of the University Class Representative was held in accordance with the rules and procedure laid down in Goa University Statutes, SA.23.

Date: _____ _____

Signature of the Head of the Institution SEAL

Form – H

DECLARATION OF EXPENDITURE BY THE CANDIDATE TOWARDS

U.C.R./U.F.R./U.S.R. and Executive Committee.

I, _____ U.C.R./U.F.R./U.S.R./Executive Committee Member of_____ Class/Faculty/School of _____ hereby declare that, I have incurred expenditure of Rs. _____ towards U.C.R./U.F.R./U.S.R. elections.

Date:

_____

Signature of the Candidate

To

The Election Officer/ Election Incharge

Certified by Election Officer/ Election Incharge

_____

Forwarded to Principal/Director

(Hereafter to be sent to Office of DSW&CA Goa University by the Principal/Director)