



Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy Number: *SGMC/Acad. Pol/047/2020*


Category: Student Welfare

Content: Student Union


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Signed by:



Director



Dean Emeritus



Principal





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Student Union Policy

Statement of purpose

The institution encourages its students in their pursuit of leadership opportunities and meaningful contribution to the society.

Policy

The college union shall be formed and functions as per the bye-laws of the Kerala University of Health Sciences as is given below in bold letters. The student union of Sree Gokulam Medical College & Research Foundation shall be called as 'Navothan'.

The objectives of the union shall be:

- (i) To train the students of the college in the duties, responsibilities and rights of citizenship
- (ii) to promote opportunities for the development of character leadership, efficiency, knowledge and spirit of service among the students.
- (iii) To organize debates, seminars, work squad, torus and similar other activities.
- (iv) To encourage sports, arts and other cultural, educational and recreational activities that are incidental and conducive to the above objectives and
- (v) To work for the general welfare of the college and to support every activities proposed by College or University like Student Support and Guidance Programme.

General Information:

- (i) All students of the College shall Ipso Facto be ordinary members of the union and shall have the right to vote and contest in the elections of the union, unless they are otherwise disqualified.
- (ii) Every ordinary member of the union can become a member of the other associations.
- (iii) Every ordinary member shall pay the prescribed fee towards the College Union fund. The fees shall be paid with the first instalment of the fees as per the instructions from the General and Academic branch of the Kerala University of Health Sciences from time to time. The magazine fee shall be fixed by the college authorities as per the advice of the magazine committee under intimation to the General and Academic branch.

Terms of the Union:

The term of College Union shall be one year from the date of its constitution or till the reconstitution of new college union whichever is earlier. A member or an office - bearer will cease to be a member or office bearer of the college Union (as the case may be) if he/she ceases to be a student of the College.



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Constitution of College Union Council:

The college union shall have the following office-bearers:

- (i) a Chairperson
- (ii) (a) a Vice Chairperson - General
- (ii) (b) a Vice Chairperson- Reserved for Women
- (iii) a General Secretary
- (iv) a Joint Secretary
- (v) two University Union Councillors to the KUHS Students Union (One councillor elected from the students of all UG classes and one from students of all PG/Super-specialty classes.
- (vi) a Secretary Fine Arts
- (vii) a Students Editor of the College Magazine
- (viii) a Secretary Sports and Games
- (ix) Secretaries of various College associations
- (x) One representative from each of UG course for each year and one from PG representative elected from students of all PG classes together.

Constitution of College Union Executive Council:

- (i) Chairperson
 - (ii) Vice chairpersons (2 numbers of whom one shall be women)
 - (iii) Secretary
 - (iv) Joint Secretary
 - (v) University Union Councillors to the KUHS Students Union
 - (vi) Secretary Fine Arts
 - (vii) Students Editor of the College Magazine
 - (viii) Secretary Sports and Games
 - (ix) 3 Members: representatives elected by the College Union Council from among themselves.
- The College Union Secretary shall act as the secretary of executive committee.

The Office bearers of the College Union Executive Council are

- (i) Chairperson
- (ii) Two Vice Chairpersons
- (iii) General Secretary
- (iv) Joint Secretary

Powers & Duties:

Chairperson: The Chairperson shall ordinarily preside over all the meeting of the Union Council and Executive Council and shall guide the activities of the Union.

Vice Chairperson: The Vice Chairperson shall act as chairperson in the absence of latter and assist the Chairperson in the discharge office duties.



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Secretary: The Secretary shall issue notices of the meetings of the functions of College Union and keeps the minutes of the meetings. He shall take steps to carry out the decisions of the Union Council and Executive Council and shall be the custodian of all records relating to the Union.

Joint Secretary: Joint Secretary will act as the Secretary in the absence of the latter and shall assist the Secretary.

The Secretary fine Arts shall primarily be responsible for promoting the artistic talents of the students and for this purpose it shall be his duty to organize activities and functions.

The Student Editor:- Shall be responsible for the publication of the college magazine with help of the magazine Committee which shall consist of (i) The Student Editor,(ii)The Chairperson of the Union(iii)The Secretary of the Union(iv)The Staff Advisor of the Union nominated by the Principal. No student of the final year class of any course of the College shall be eligible to contest the election as the Student Editor of the College Magazine.

The Councillor / Councillors of the University Students Union will represent the College Students Union in the University Students Union.

The Principal will be the Ex-Officio President of the Union and shall have the authority to suspend any or all activities of the Union, with the prior approval of the Vice Chancellor, if in his opinion circumstances warrant such action.

The Staff Advisor shall be nominated by the President from among the members of the teaching staff of the College.

Funds of the Union:

The funds of the Union shall be kept in the joint account of the Principal and Secretary of the Union, opened in a nationalised bank and shall be operated by both of them .

Expenses for the Union activities shall be incurred only with the previous sanction of the Union. Union members may submit proposals for each programme after obtaining the approval of the executive Committee and avail 75% of expected expenditure as advance, which will be settled immediately after the programme.

The Staff-Advisor shall cause to keep the regular accounts of income and expenditure. Unspent balance, if any, shall be carried over to the next year. The accounts will be audited by a teacher appointed by the Principal, at the end of each financial year.

Subject Associations

In a college, each main subject may have a subject association in which the membership shall be restricted to the students studying that subject as the main subject.



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Each subject association shall have Secretary elected by and from the members of the association at the degree and P.G.level. The Secretary so elected shall organise the activities of the association. The Head of the Department concerned shall be the ex-officio President of the Association.

Functioning of the Union

The Union Council shall meet at the beginning of the academic year to formulate the activities and prepare and pass the annual budget. It shall also meet subsequently whenever necessary.

The Executive Council shall be responsible for carrying out the policy and programme decided by the Council. It shall meet as often as is necessary for the effective discharge of its functions. It shall be responsible for the administration of the Union funds and for submitting the audited accounts of the Union at the end of the year.

The Union Executive Council shall also function as a consultative committee to advise the Principal of the College on student needs and problems.

The Union Council and the Executive Committee shall take decisions by simple majority. In case of the tie, the Chairman will have a casting vote in addition to his normal vote. The quorum for the meeting shall be one-third of the total members.

Any amendment to these Bye-laws shall be made by the Governing Council of the University.

Any dispute or question arising with regard to the provisions contained in these Bye-laws be decided by the Vice-Chancellor in consultation with the Governing Council and such decisions made by the Vice Chancellor shall be final.

Election / Nomination:

MANNER OF ELECTION : The Election to College Students Union shall be conducted by secret ballot on the principle of each member having single non-transferable vote and shall be taken at a booth specially provided in the College office, in accordance with the provisions of part C Chapter XXXIX of Kerala University of Health Sciences Statutes and as per the recommendation of Lyndho Committee 2006, accepted by Hon'ble Supreme Court of India. Election to College students Union in affiliated colleges of KUHS shall be conducted in two phases in an academic year.

The Returning Officer: The Principal of the college or a senior member of the staff appointed by the Principal and intimated to the University in time, shall be the Returning Officer for all Union elections held in the College. He may appoint the required number of staff to assist him in the



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conduct of election. (It shall be the responsibility of the Principal to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days).

Electoral Rolls: The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote there at, serially numbered with details of their class group, subject etc. Copies of the electoral rolls shall be made available to the students in the office of the Returning Officer. Electoral roll shall be published in not less than 7 clear working days before the date of notification. The names of all the students who are on the effective rolls of the College on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections.

Provided however that, any student, whose name is subsequently removed from the College roll and thereby ceases to be student before the date of election shall be removed from the electoral rolls. The Returning Officer shall make any correction, alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alteration/or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls. The corrected final electoral roll shall be published in the College Notice Board.

Notification: The election shall be notified by Kerala University of Health Sciences not less than 10 clear working days before the date fixed for the polling. The notification shall contain: date of notification; last date of receipt of nominations; date of scrutiny of nomination and publication of list of candidates validly nominated; last date and hour for withdrawal of candidature and that of publication of the final list of candidates; date and hour fixed for the poll date and hour of scrutiny and counting of votes.

Eligibility to take part in Elections.

- (i) Under Graduate Students between the ages of 17 and 30 may contest elections. For Post Graduate Students the maximum age limit to legitimately contest an election would be 32 years. For Research Students the maximum age limit to legitimately contest an election would be 35 years.
- (ii) The candidate should in no event have any academic arrears in University Examinations. (The Candidate shall have passed all papers in all previous examinations of which results are published before the last date of filing nomination.)
- (iii) The candidate should have attained 75 % attendance during the current academic year before filing of nomination.



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(iv) The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an Executive member.

(v) The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour and punished with a fine of Rs. 2000/-. The candidate shall also not have been subject to any disciplinary action by the University authorities.

(vi) The candidate must be a regular, full time student of the College/ University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

Nomination of Candidates.

Every elector shall be at liberty to nominate qualified student from the electoral roll to fill up a vacancy. Every nomination shall be in the prescribed form (specimen form Annexure 'I') and shall be made by an elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected, the consent being signed in the presence of the Returning Officer after proper identification. (Other Conditions for submitting nominations are prescribed in Annexure IV).

Scrutiny of Nominations

i) All nomination papers shall be scrutinised by the Returning Officer at the hour on the date prescribed. The candidate or his authorised agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

ii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination paper on the ground that it is not valid and may reject either on his own motion or on such objection on any nomination paper. The decision of the Returning Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is given.

List of Candidates validly nominated

A list of candidates (with their names, Course, class, subject, group) whose nominations have been declared valid shall be published by affixing the same on the notice boards in the College.



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Withdrawal of candidature:

Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final.

Final List of Candidates:

The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature, a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, group and/or subject.

Declaration of election of validly nominated candidates:

- i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.
- ii) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate shall be called upon to elect a person(s) as the case may be to fill the remaining vacancy(ies) on a subsequent date.
- iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

Voting

- i) Voting shall be by secret ballot. No vote shall be given by proxy. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be Presiding and Polling Officers attached to each booth.
- ii) The ballot box sealed or locked (In the presence of the candidates or their agents if so requested by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.
- iii) The Presiding Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.



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- iv) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see annexure 6) in a ballot paper book, which shall be got printed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the signature of the Presiding Officer thereon and handed over to the voter.
- v) At the time of issuing the ballot paper, the Polling or Presiding Officer shall tick mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector on the electoral roll.
- vi) The elector who has received the ballot paper shall then proceed to the place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed-i.e by marking 'X' mark against the name of the candidate, in the column provided for that and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.
- vii) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.
- viii) If an elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of the Returning Officer. The Returning Officer shall seal the slit of the ballot box immediately after the polling (but not earlier than the completion of the period for voting) is over and keep it in safe custody.

Procedure on Counting

- i) The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the Scrutiny and counting shall begin in the presence of the Returning Officer.
- ii) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidates concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agent) from among the voters in their place to be present at the time of counting.

Ballot paper when rejected:

1 Ballot paper shall be invalid and rejected:

- i) If it does not bear signature of the Presiding Officer or
- ii) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognisable; or
- iii) If the vote is recorded thereon by any mark other than X against the name or names of the candidate(s); or
- iv) If no vote recorded thereon; or
- v) If the number of vote recorded exceeds the number of vacancies to be filled; or
- vi) If it is void for uncertainty, or



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vii) If it violates any other law

viii) If the vote is recorded outside the column provided for that purpose.

2 Every ballot paper rejected shall be so endorsed by the Returning Officer and such papers shall be kept separately.

Recounting:

i) Any candidate (or his agent) may, immediately after completion of the counting, request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate contesting for that particular office and the Returning Officer shall reexamine and recount the same accordingly.

ii) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count, Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

Declaration of Results:

i) The candidate(s) equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected.

ii) If two or more candidates receive an equal number of votes and they cannot all be declared, the final election shall be made by drawing lots by the Returning Officer.

Objection: Complaints and objections regarding the election before the publication of the results shall be made to the Returning Officer, who shall be the authority to dispose of such complaints and objections. Objection to the election if any, after the publication of the results shall be made in writing to the Principal of the College so as to reach him within seven days after the declaration of the results of the election and his decision shall be final.

Preservation of Election Papers.

All papers connected with the conduct of Union elections (electoral rolls, nomination papers, used and unused ballot papers, etc.) shall be preserved by Returning Officer for a period of one month after the declaration of the results, or if any dispute arises regarding the election, until it is disposed of.



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Note:

- i) Students should desist from disfiguring the classrooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as part of their election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well.
- ii) Election campaign/propaganda in the College campus should be limited to the issue of pamphlets and bit-notice display of banners and posters and conducting group meetings to present the candidates.
- iii) The maximum permitted expenditure per candidate shall be Rs. 5000/-
- iv) Persons who are not on the rolls of the College Register should not be allowed to take part in the propaganda work in the College campus.
- v) Students should not arrange for election propaganda/Campaign/meetings in the College campus during working hours except with the specific sanction of the Principal.
- vi) No candidate shall indulge in, nor shall abet, any capacity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious nor linguistic, or between any group(s) of students
- vii) All candidates shall be 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, canvassing or the use of propaganda within 100 meters 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.

Grievance Redressal Mechanism:

All the grievances shall be redressed by the Grievance Redressal Cell.

Maintaining Law and Order on the Campus during the Election Process.

- (i) Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.

Miscellaneous Recommendations:

- (i) Student representation is essential to the overall development of students.



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(ii) The institution should organise leadership-training programs with the help of professional organisations so as to groom and instil the students' leadership qualities.

(iii) In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice Chairperson may be promoted to the Post of Chairperson and Joint Secretary to the post of Secretary, as the case may be.

All the annexes are available with the original document of bye-laws of Kerala University of Health Sciences.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
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SGMC/Acad.Pol/047/2020	01.08.2020	5 years