



**OFFICE OF THE PRINCIPAL
KKENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA
NOTIFICATION
STUDENT UNION ELECTION, 2026-27**

No. KAC/2148 / Date: 07/10/2026

**RULES GUIDING THE PROCESS OF ELECTION, KENDRAPARA AUTONOMOUS
COLLEGE, KENDRAPARA**

All candidates and students shall strictly adhere to the **Student Union Election Eligibility Criteria, Guidelines, Code of Conduct and instructions.**

1. ELIGIBILITY CRITERIA FOR CANDIDATES

- i. Undergraduate (+3 Degree) students between the ages of 17 and 22 years, and Postgraduate students up to a maximum age of 25 years as on the date of notification may contest in the election.
- ii. A candidate shall not have any academic arrears in the year in which he/she contests for the election.
- iii. A candidate shall have the minimum classroom attendance of 75% to participate in the election.
- iv. A candidate shall have **one opportunity to contest for the post of an office-bearer and two opportunities to contest for the post of an executive member.** Office bearers may mean those posts for which the students of the entire college (ALL +3 and PG) participate in the electoral process. Executive members may mean Class representatives.
- v. A candidate shall have no previous criminal record and shall not have been tried Or Convicted for any criminal offence or misdemeanour. Further, the candidate shall not have been subjected to any disciplinary action by the College authorities, nor shall any disciplinary proceeding be pending against him/her at the time of contesting the election.
- vi. A candidate must be a regular, full-time student of the Institution. admitted through SAMS in either a Regular or Self-Financing Programme. Students enrolled under Distance Education or Public-Private Partnership (PPP) mode shall not be eligible to contest the election.

2. NOMINATIONS

- i. Candidates willing to contest the Student Union Elections at Kendrapara Autonomous College are advised to submit their nominations to the concerned officers between 10 A.M. and 01.00 PM on 09.10.2026. At 10 AM, a bell will indicate the start, and at 01.00 PM, another bell will indicate the closing of nominations.
- ii. The Nomination Forms shall be available in RUSA-1 for the Students' Union. Each form costs Rs. 10.00 only and will be provided upon production of a valid Identity Card.
- iii. The valid identity card is of utmost importance. It is the valid Identity Card and the valid Identity Card alone which confer on a student the right to obtain and file nomination, to propose or to second or to represent a candidate, and to vote in the College Elections.

3. POSTS AND ELIGIBILITY FOR OFFICE BEARERS AND EXECUTIVES

i. THE STUDENTS' UNION (FOR +3 and PG STUDENTS)

- a. **The President:** Any member of the Student Union (+3 and PG) can contest the office of the President.
- b. **The Vice-President:** Any member of the Student Union belonging to +3 1st Year and 2nd Year, and PG 1st Courses can contest the office of the Vice-President.
- c. **The Secretary:** Any member of the Student Union (+3 and PG) is eligible to contest the office of the Secretary.
- d. **The Asst. Secretary:** The Asst. Secretary must be a member of the Student Union belonging to +3 1st Year and 2nd Year; and PG 1st Courses.
- e. **Class Representatives:** The student members are to be elected one from each of the +3 First Year, Second Year and Third Year Classes and PG First and Second Year Classes. For this purpose, 'Class' includes all three Streams of Science, Arts and Commerce.

ii. THE COLLEGE DRAMATIC SOCIETY

- a. **Secretary:** Any member of the Student Union (+3 and PG) can contest the office of the Secretary.
- b. **Asst. Secretary:** Any member of the Student Union belonging to +3 1st Year and 2nd Year, and PG 1st Year Course can contest the office of the Asst. Secretary.
- c. **Class Representatives:** Three student members are to be elected, one from each of the classes, First Year, Second Year and Third Year of +3 Course and PG First and Second Year. For this purpose, 'Class' includes all three Streams, Science, Arts and Commerce.

iii. STUDENTS' REPRESENTATIVE TO COLLEGE MAGAZINE

Any member of the Student Union (+3 and PG) is eligible to contest the office of Students' Representative to the College Magazine. One is to be elected.

iv. THE DAY SCHOLARS' ASSOCIATION

- a. **Secretary:** Any Day Scholar member of the Student Union (+3 and PG) can contest the office of the Secretary.
- b. **Asst. Secretary:** Any Day Scholar of the Student Union belonging to +3 1st Year, 2nd Year, and PG 1st Year Courses can contest the office of the Asst. Secretary.
- c. **Class Representatives:** The student members are to be elected one from each of the classes of First Year, Second Year and Third Year of +3 Courses and PG First and Second Year Courses. For this purpose, 'Class' includes all three Streams of Science, Arts and Commerce.

Note:

* Boarders are not eligible to contest any office or propose or second any candidate or vote for candidates contesting the offices of the Day Scholars' Association.

v. THE SOCIAL SERVICE GUILD

- a. **Secretary:** Any member of the Student Union (+3 and PG) can contest the office of the Secretary.
- b. **Asst. Secretary:** Any member of the Student Union belonging to +3 1st Year, 2nd Year; and PG 1st Year Course can contest the office of the Asst. Secretary.
- c. **Class Representatives:** One member is to be elected from each class of +3 First Year, Second Year, and Third Year, and PG First and Second Year. For this purpose, 'Class' includes all three Streams of Science, Arts and Commerce.

vi. THE ATHLETIC COUNCIL

- a. **Secretary:** Any member of the Student Union (+3 and PG) can contest the office of the Secretary.
- b. **Asst. Secretary:** Any member of the Student Union belonging to +3 1st Year, 2nd Year; and PG 1st Year Courses can contest the office of the Asst. Secretary.

- c. **Class Representatives:** Two representatives are to be elected, one from each of the classes of +3 First Year, Second Year and Third Year and PG First and Second Year. For this purpose, 'Class' includes all three Streams of Science, Arts and Commerce
- d. **Women Representative:** Women students of the College shall elect one women representative from among the +3 and PG Courses.

vii. **THE BOYS' COMMON ROOM**

- a. **Secretary:** Any member of the Student Union (+3 and PG) can contest the office of the Secretary.
- b. **Assistant Secretary:** Any Male student of the Student Union belonging to +3 1st Year, 2nd Year, or PG 1st Year Courses can contest for the Asst. Secretary

Note:

Since the office is the 'Boys' Common Room, the electors and contestants can logically be 'Boys', and Girl students can neither contest nor vote.

viii. **THE GIRLS' COMMON ROOM**

- a. **Secretary:** Any Female Student of the Student Union belonging to +3 or PG courses can contest the office of Secretary.
- b. **Asst. Secretary:** Any Female member of the Student Union belonging to +3 1st Year, 2nd Year, or PG 1st Year Courses can contest for the Asst. Secretary

Note:

Since the office is the 'Girls' Common Room, the electors and contestants can logically be 'Girls' and Boy students can neither contest nor vote.

4. **RULES GOVERNING THE SCRUTINY OF NOMINATION FORM**

- i. The candidate, his proposer, and his seconder must duly fill in the nomination form. The candidate's, proposer's, and seconder's signatures are to be verified carefully with the help of their valid Identity Cards.
- ii. A student can propose or second only one candidate for the same office.
- iii. A student cannot contest for more than one office.
- iv. About class representative, electors of a class cannot propose or second a candidate from another class, nor can they vote for them. ('Class' includes all three Streams of Science, Arts and Commerce.)
- v. The names and other particulars on the nomination form must match the valid identity cards of the students concerned.

5. **RULES FOR WHAT I STAND FOR MEETING**

- i. The meeting venue is Hall -03 for all the contestants.
- ii. All members of staff (Teaching and non-teaching) and students (+3 and PG) are requested to attend the meeting.
- iii. The purpose of the meeting is to speak about why one is seeking a particular office.
- iv. Each contestant may speak for four minutes; a bell will interrupt after three minutes, and the contestant must stop after four minutes when a long bell is given.
- v. Contestants are not permitted to use musical instruments at the meeting.
- vi. No contestant shall be allowed to make personal attacks against the authorities, teachers and students or to name them.
- vii. Each candidate must collect identity cards for the representatives of the contestants immediately after he speaks at the meeting from Mr Achyutananda Maharana, Lecturer in English, Associate Advisor, Students' Union.

- viii. The end of the "What I Stand For" meeting marks the end of the election campaign. Contestants and electors are advised to abide by this rule.

6. POLLING PROCEDURE

- i. Polling will start at 08.00 A.M. and continue until 2.00 PM. A long bell will be given at 8.00 A.M. to indicate the start of polling and at 2.00 PM to indicate the end of polling.
- ii. The Presiding and Polling officers are requested to report for election duty at 6.30 AM. and assemble in the control room to receive the ballot box, ballot papers and other materials from the Advisor at 7.30 A.M.
- iii. The Presiding Officers, accompanied by their polling officers of the respective polling booths, should reach their booths by 7.45 A.M. positively.
- iv. The Presiding Officer on duty is requested to see the ballot box sealed in the presence of students present in the polling booth, between 07.45 A.M. and 8.00 A.M.
- v. The Presiding Officer is requested to sign ballot papers before giving them to voters. Ballot papers carrying no printed serial number should not be used.
- vi. The right to vote means the duty to present the valid Identity Card at the right moment. Unless a student presents a valid Identity Card, they are not a voter and cannot obtain ballot papers.
- vii. Each voter must sign the students' roll available with the presiding officer at the time of voting.
- viii. Voter are required to indicate their choice using a tick (✓) in the column provided in the ballot papers.

7. ELECTION RELATED EXPENDITURE

- i. The maximum permitted expenditure per candidate shall be Rs. 5,000/-.
- ii. Each candidate shall, within two weeks of declaration of the result, submit complete accounts of election expenditure, certified by the candidate, to the University/college authorities.
- iii. The college shall publish such accounts within two days of submission through the HIMS Portal.
- iv. The election of a candidate shall be liable to be nullified in the event of non-compliance with the expenditure requirements or in the event of excessive expenditure.
- v. To prevent the inflow of funds from political parties into the student election process, candidates are specifically barred from utilizing funds from any source other than voluntary contributions from the student body.

8. GRIEVANCE REDRESSAL MECHANISM

- i. There is a Grievances Redressal Cell to look into the student union election related grievance with the following composition.

i.	Prof. (Dr.) Pournamasi Panda, Reader in Statistics -	Chairman.
ii.	Mr. Prakash Chandra Sethi, Head of the Department of Hindi-	Member
iii.	Dr. S.K.Habib, Head of the Department of Hindi-	Member
iv.	Mr. Subrat Kundu- +3 III Year-	Student Member
v.	Ms. Baisakhi Priyadarshini Mishra- +3 III Year-	Student Member

The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure.

- ii. Student members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period Of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

CODE OF CONDUCT FOR CANDIDATES

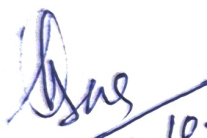
1. No candidate shall indulge in, or abet, any activity which may aggravate existing differences, create mutual hatred, or cause tension between different castes, communities, religious or linguistic groups, or groups of students.
2. Criticism of other candidates shall be confined to their policies, programmes, past record and work. Candidates shall refrain from criticism of private life unrelated to public activities, and from unverified allegations or distortion.
3. During the election period, candidates and their supporters shall maintain due decorum while using social media and other digital platforms. They shall not use abusive, offensive or derogatory language; make personal attacks or defamatory allegations; circulate false, misleading, manipulated or AI-generated fake content.
4. 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.
5. Candidates shall not indulge in or abet corrupt practices or offences such as bribing or intimidating voters, impersonation, canvassing or propaganda within 100 meters of polling stations, holding public meetings during the 24 hours ending with the hour fixed for close of poll, or transporting voters to and from polling stations.
6. No candidate shall use printed posters, printed pamphlets or other printed material for canvassing. Only hand-made posters may be used within the prescribed expenditure limit. Hand-made posters may be displayed only at places in the campus notified in advance by the college authority.
7. No candidate shall carry out processions or public meetings, or canvass/distribute propaganda, outside the college campus.
8. No candidate or supporter shall deface or damage college property for any purpose without prior written permission of the college authorities. Candidates shall be jointly and severally liable for any destruction or defacement of college property.
9. During the election period, candidates may hold processions and/or public meetings only with prior written permission of the college authority and only where such activities do not disturb classes or other academic/co-curricular activities.
10. Use of loudspeakers, vehicles and animals for canvassing shall be prohibited.
11. On polling day, student organizations and candidates shall cooperate with election-duty officers to ensure peaceful and orderly polling and free exercise of franchise; shall not serve or distribute eatables or other solid/liquid consumables except water; and shall not distribute election propaganda.
12. Except voters, no person without a valid pass/letter of authority issued by the college authorities shall enter the polling booths.
13. The college authorities shall appoint impartial observers from within the institution who shall not be assigned other any election duties. Candidates may bring specific complaints



concerning conduct of the election to the notice of the observer(s). Observers shall also oversee the nomination process in institutions following the nomination model of student representation.

14. All candidates shall be jointly responsible for ensuring that the polling area is cleaned within 48 hours from the conclusion of polling. In case of non-compliance, a penalty of 1500/- shall be imposed on each candidate.
15. Contravention of these instructions including not cleaning of the polling area may render a candidate liable to cancellation of candidature or loss of an elected post, as the case may be. The Institutional Head/ college authorities may also initiate appropriate disciplinary action against the violator.
16. In addition to the above Code of Conduct, the relevant provisions of the Bharatiya Nyaya Sanhita, 2023 (Act No. 45 of 2023), including Section 196 relating to promotion of enmity between different groups and acts prejudicial to the maintenance of harmony, and the provisions contained in Chapter IX (Sections 169 to 177) relating to offences concerning elections, shall, wherever applicable, also govern the conduct of Students' Union/Students' Association elections.

In addition to the guidelines given above the candidates and voters are required to strictly follow the guidelines circulated by the Govt. of Odisha, Department of higher education regarding Election related expenses, code of conduct, Grievance related mechanisms vide the No-53237/HE, Dated: 05/10/2026.


Advisor 07.10.26

Student Union
Kendrapara Autonomous College


Principal 07/10/26

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