

## EXECUTIVE COUNCIL

5. (1) The Executive Council shall consist of the following persons, namely:
- (i) Vice-Chancellor;
  - (ii) Pro- Vice-Chancellor;
  - (iii) Dean of Colleges;
  - (iv) Director; South Campus;
  - (v) Director, Campus of Open Learning;
  - (vi) Treasurer;
  - (vii) Proctor; .
  - (viii) Three Deans as specified below:
    - (a) Dean of the Faculty of Science;
    - (b) Dean of the Faculty of Arts or the Dean of the Faculty of Social Sciences, by rotation, according to the seniority of the Faculty with reference to the date of its establishment;
    - (c) One Dean from among the other Faculties by rotation, according to seniority of the Faculties with reference to the dates of their establishment;
  - (ix) Three Principals, none of whom is a Dean or is eligible to be a Dean, by rotation, according to seniority, including at least one Principal of a Women's College;
  - (x) Four persons, none of whom shall be an employee of the University or of a recognised College or Institution, elected by the Court from among its members in accordance with the Rules laid down in Appendices 'A' and 'X' to these Statutes, at least one of those so elected being a member of the Alumni Association;
  - (xi) Two persons elected from amongst themselves by the teachers of the University & Library staff of the rank of Professional Junior and above of the University Library & College Librarians other than the Deans of Faculties, the Principals of Colleges and the Proctor, the election to be held in accordance with the Rules laid down in Appendices 'H' and 'X' to these Statutes;
  - (xii) Two persons nominated by the Visitor;
  - (xiii) One person nominated by the Chancellor.
- (2) No Person shall be a member under item (x) or (xi) of Clause (1) for more than two terms.
- (3) Members referred to in items (viii) (b) & (c);(ix) or (xi) of Clause (1) shall hold office for a term of two years while those referred to in items (x), (xii) and (xiii) for a term of three years.
- (4) Seven members of the Executive Council shall form a quorum.

*Note :* When the provisions of items (viii) (c) and (xi) of Clause (1) come into force, the Dean who is representing the Faculty which is junior and the junior-most Principal excluding that belonging to a Women's College in case there is only one, shall cease to be the members of the Council and the other Dean and three remaining Principals shall continue to be members for the unexpired portion of their respective terms.

STATUTES

APPENDIX-A

*Rules for election to the Executive Council under the provisions of Statute 5(1) (x)*

1. The election shall ordinarily be held in anticipation of vacancies about to occur by efflux of time.

2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning anyone of such vacancies is declared or from the date on which such a vacancy occurs whichever is later, irrespective of the fact that any other such vacancy is filled after the said date. This Rule in so far as may be, would equally apply to an election where seats are filled in for the first time.

3. Except as otherwise provided, the Registrar shall be responsible for the election.

4. The following procedure shall be adopted for the election:

- (A) (i) The Registrar shall prepare an electoral roll of the members of the Court eligible to vote at the election. This electoral roll will be published at least 25 days before the date of election.
- (ii) The Vice-Chancellor shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time before the election, such corrections shall be duly notified.
- (iii) Only those persons whose names are inscribed on the electoral roll shall be entitled to vote at the election.
- (iv) The notice of election stating the time and date for receiving nominations for scrutiny of nomination papers and the date of election shall be forwarded to each elector then on the electoral roll at least 15 clear days before the date of election.
- (v) Any two electors may nominate as a candidate any other elector entitled to seek election by sending to or delivering at the office of the Registrar a nomination paper duly filled in before the expiry of the time fixed for the receipt of the nominations.
- (vi) Nomination paper shall be in the prescribed form. It shall contain the names in full of the two electors and of the candidate nominated and shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
- (vii) As soon as possible, after the last day fixed for the receipt of nominations, at a time and place fixed by the Vice-Chancellor and notified in the notice of election, any person

## STATUTES

or persons nominated by the Vice-Chancellor shall scrutinize the nomination papers. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at such scrutiny. The agent so authorised must be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.

- (viii) Any candidate aggrieved at such scrutiny may appeal to the Vice-Chancellor by 4.00 P.M. of the working day immediately following the day of scrutiny. The Vice-Chancellor shall decide the said appeal forthwith after hearing those candidates who desire to be heard. In case such an appeal is filed, a notice stating the date, time and place fixed by the Vice-Chancellor for hearing the candidates will be pasted on the notice board of the University provided that where the appeal is against the acceptance of the nomination paper of any candidate, a copy of the notice shall also be sent to such candidate.
- (ix) After the scrutiny, the list of the validly nominated candidates giving in full their names, addresses and designations, if any, shall be posted to every elector at his address as given in the electoral roll at least 3 clear days before the date of election.
- (x) If after the scrutiny of the nomination papers or immediately before the poll is taken, it is found that :
  - (a) the number of candidates validly nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and the Vice-Chancellor will specify another date for receiving fresh nominations for filling the remaining vacancy or vacancies. These Rules, in so far as they may be applicable, will also apply in such a situation;
  - (b) the number of candidates validly nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
- (xi) The election; if necessary, shall be held at the meeting of the University Court convened for the purpose.
- (xii) It shall be open to a candidate to withdraw from the election at any time before the poll is taken, either personally in the meeting or by sending to the Registrar, so as to reach him before the hour fixed for the meeting an intimation of withdrawal in writing signed by the candidate and attested by an elector.
- (xiii) The Vice-Chancellor may, in the event of any emergency of which he shall be the sole judge, increase or reduce the time for any step contemplated in Sub-Clauses (i), (ii), (iv), (v).

## STATUTES

(vii), (viii) and (ix) above to such extent as he may deem necessary.

- (B) (i) If at any time before the commencement of poll the Vice-Chancellor is satisfied that any person whose name is inscribed on the electoral roll has ceased to be a member of the Court, the Vice-Chancellor shall have the authority to strike off the name of that person from the electoral roll.
  - (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies or ceases to be a member of the Court before the commencement of the poll, the Registrar shall, upon being satisfied of the fact of the death of the candidate or his ceasing to be a member of the Court, as the case may be, countermand the poll and shall invite fresh nominations for the vacancies to be filled.

Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll.
  - (iii) If any person becomes a member of the Court after the last date of the receipt of nominations, he shall not be entitled to challenge the election on the ground that he has been deprived of an opportunity of being a candidate.
  - (iv) If immediately before the poll is taken, it is found that the number of candidates remaining in the field exceeds the number to be elected, election will be held in accordance with the system of proportional representation by means of the single transferable vote.
- (C) *Procedure for Voting:* .
- (i) When election becomes necessary, the Vice-Chancellor will appoint a person as Election Officer to conduct and supervise the election.
  - (ii) The Vice-Chancellor or the person presiding at the meeting of the Court shall fix the time when the voting will commence and close and shall adjourn the meeting of the Court for that purpose for such duration as he may deem fit.
  - (iii) The polling centre will be as near the place of meeting as practicable.
  - (iv) The voting shall be by secret ballot.
  - (v) Before the polling commences, the Election Officer shall show to the persons present at the polling centre that the ballot box is empty and then shall lock it and seal it for use.
  - (vi) The polling centre will have such number of compartments as the Election Officer may think necessary to enable the electors to record their votes.

## STATUTES

- (vii) The Election Officer shall count and check for verification the ballot papers given to him.
- (viii) The Election Officer shall ascertain the serial number of the elector and check his name in the electoral roll when he comes at the polling centre to cast his vote.
- (ix) The Election Officer shall obtain the signature of the elector against his name on the electoral roll and then issue him a ballot paper.
- (x) The elector on receiving the ballot paper shall forthwith proceed to one of the compartments where he/she shall mark the ballot paper and after folding it put into the ballot box. The Election Officer will ensure that the ballot paper has been put into the ballot box in his presence.
- (xi) Every elector shall vote without undue delay and shall quit the polling centre as soon as he has put his ballot paper in the ballot box.
- (xii) If an elector spoils his ballot paper inadvertently he may be given another and the spoiled paper shall be cancelled by the Election Officer.
- (xiii) If an elector after obtaining the ballot paper for the purpose of recording his vote decides not to use the same he shall return the ballot paper to the Election Officer. The ballot paper so returned shall be immediately cancelled and kept in the custody of the Election Officer.
- (xiv) No elector shall be allowed to enter the polling centre for recording his vote before or after the expiry of the period fixed for the purpose.
- (xv) Immediately after the election is over, the Election Officer shall seal the slit of the ballot box in the presence of person/persons present at the polling centre and send the ballot box to the Registrar alongwith the keys of its locks duly sealed in a separate cover:  

Provided that the Vice-Chancellor may direct that the counting of votes will take place immediately after the poll is over in which case it shall not be necessary for the Election Officer to seal the ballot box; he shall entrust the custody of the same to the Registrar who shall forthwith proceed with the counting of votes.
- (xvi) For any sufficient cause, the Vice-Chancellor may adjourn the poll to a date to be notified later. Whenever a poll is adjourned, the Vice-Chancellor shall, as soon as may be, fix another meeting of the Court for holding election.

## STATUTES

- (D) The counting of votes will be done and the result tabulated in accordance with the Rules set out in Appendix 'X' to the Statutes.
- (E)
  - (i) After the counting is completed, the Registrar shall forthwith report to the Vice-Chancellor the result of the counting.
  - (ii) On the result being reported as aforesaid, the result of counting, showing for each candidate the number of first votes obtained and the successive additions to or subtractions from the number till the candidate was excluded or elected, shall be published by the Registrar. The voting papers shall be destroyed after two weeks unless directed by the Vice-Chancellor to be preserved even thereafter.

STATUTES  
Nomination Paper

|  |  |
|--|--|
| <i>Office for which the Election is sought</i>       | <i>Membership of the Executive Council</i> |
| Name in full of the Candidate nominated              | .....                                      |
| Designation (if any) and address of the Candidate    | .....                                      |
| Serial No. in the Electoral Roll                     | .....                                      |
| Name in full of the Elector who proposes Nomination  | .....                                      |
| Designation (if any) and Address of the Proposer     | .....                                      |
| Serial No. in the Electoral Roll                     | .....                                      |
| Signature of the Proposer                            | .....                                      |
| Date   | .....                                      |
| Name in full of the Elector who Seconds the Proposer | .....                                      |
| Designation (if any) and Address of the Seconder     | .....                                      |
| Serial No. in the Electoral Roll                     | .....                                      |
| Signature of the Seconder                            | .....                                      |
| Date   | .....                                      |

DECLARATION BY THE CANDIDATE

I agree to be a candidate for election as proposed and seconded above.

Date.....  
(Signature of the Candidate)

- Note :*
1. A nomination paper which does not comply with the formalities noted above will be rejected.
  2. The name of the candidate, proposer and seconder must correspond to the names as given in the Electoral Roll.

STATUTES  
Withdrawal Form

I withdraw my candidature from election to the Executive Council.

Name.....  
Place.....  
Date.....  
Time.....

.....  
(Signature of the Candidate)

Attested by :  
Name.....  
Designation.....  
Signature.....

*Note :-* The withdrawal should be attested by a member of the Court, the Executive Council or the Academic Council of the University.