



KALAGURU BISHNU RABHA DEGREE COLLEGE

STUDENTS' UNION ELECTION MANUAL

Academic Session: 2026–2027

Issued by: Principal, K.B.R.D. College

Election Authority: College Election Committee

Returning Officer: Mr. Malin Chandra Biswas

Assistant Returning Officer(s): Mr. Ripson Daimari and Md. Insaf Ali

Date of Election:

Venue: KBR Degree College

PART A — GENERAL PROVISIONS

1. Short Title

These rules shall be called the “**K.B.R.D. College Students’ Union Election Rules and Manual, 2026–2027.**”

2. Objective

The Election Rules of the KBRD College Students’ Union aim to ensure a free, fair, transparent, peaceful, and democratic election process. They seek to provide equal opportunities to eligible students, maintain discipline and academic decorum, prevent unfair electoral practices, and promote responsible student leadership. The rules also ensure proper procedures for nomination, campaigning, voting, counting, declaration of results, and resolution of grievances, while upholding the dignity, integrity, and unity. The Students’ Union Election is intended to provide students with an opportunity to participate in democratic activities, develop leadership qualities, represent legitimate student concerns, and contribute to the academic, cultural, literary, sports, and social development of the College.

3. Governing Principles

The election shall be conducted in accordance with the principles of: free and fair election; secret ballot; equal opportunity; transparency; discipline; non-violence; peaceful campaigning; academic responsibility; and respect for the democratic choice of students.

PART B — ELECTION AUTHORITY

4. College Election Committee

The Principal shall constitute a College Election Committee comprising suitable teaching and/or non-teaching staff members.

The Election Committee shall:

1. Prepare and publish the election schedule;
2. Prepare and finalise the electoral roll;
3. Issue and receive nomination papers;
4. Scrutinise nominations;
5. Publish the list of valid candidates;
6. Regulate election campaigning;
7. Supervise polling and counting;
8. Decide doubtful ballot papers;
9. Receive and examine election-related complaints;
10. Declare the results; and
11. Preserve election records.

5. Returning Officer

The Returning Officer (RO) shall have overall responsibility for conducting the election in a fair, orderly, and transparent manner. The Assistant Returning Officer(s) shall assist the RO in polling, counting, documentation, and other election-related duties.

PART C — PORTFOLIOS AND FUNCTIONS

6. Contested Portfolios

Sl. No. Portfolios

- | | |
|----|-------------------------------|
| 1 | President |
| 2 | Vice-President |
| 3 | General Secretary |
| 4 | Assistant General Secretary |
| 5 | Secretary, Indoor Games |
| 6 | Secretary, Outdoor Games |
| 7 | Secretary, Literary |
| 8 | Secretary, Cultural |
| 9 | Secretary, Social Service |
| 10 | Secretary, Boys' Common Room |
| 11 | Secretary, Girls' Common Room |

The final number and designation of portfolios shall be subject to approval by the Principal or the competent College authority.

7. Functions of Office-Bearers

- i. **President:** Leads the Students' Union, presides over meetings, represents students before the College authorities, and ensures the effective conduct of Union activities.
- ii. **Vice-President:** Assists the President in Union work and performs the President's duties in the President's absence.
- iii. **General Secretary:** Coordinates the overall activities of the Union, convenes meetings, maintains records, communicates decisions, and supervises the work of other office-bearers.
- iv. **Assistant General Secretary:** Assists the General Secretary in administrative and organisational duties and acts in the General Secretary's absence.
- v. **Secretary, Indoor Games:** Organises indoor games and competitions, encourages student participation, and assists in maintaining related equipment.
- vi. **Secretary, Outdoor Games:** Organises outdoor sports events, practice sessions, tournaments, and inter-class competitions, and promotes physical fitness and sportsmanship.
- vii. **Secretary, Literary:** Collects articles, poems, artwork, and reports from students and assists in editing, designing, and publishing the College magazine. The Secretary will also organise debates, seminars, quizzes, discussions, and symposiums to develop students' communication, critical-thinking, and public-speaking skills.
- viii. **Secretary, Cultural:** Organises cultural programmes, music, dance, drama, festivals, and other artistic activities, and encourages students' cultural talents.
- ix. **Secretary, Social Service:** Plans and coordinates social-service and community-outreach activities, including awareness campaigns, charity drives, blood-donation camps, and environmental initiatives.
- x. **Secretary, Boys' Common Room:** Looks after the facilities, cleanliness, discipline, and student concerns relating to the Boys' Common Room.
- xi. **Secretary, Girls' Common Room:** Looks after the facilities, cleanliness, safety, discipline, and student concerns relating to the Girls' Common Room.

PART D — ELIGIBILITY OF CANDIDATES

8. General Eligibility

1. Only a bonafide regular student of Kalaguru Bishnu Rabha Degree College may contest the Students' Union Election.
2. A candidate must have attended at least 75% of the classes held in at least one subject opted by the candidate during the current academic session, as certified by the College.
3. A candidate must have cleared all College dues up to the current academic session, including admission fees, examination fees, laboratory fees, library dues, and Environmental Studies fieldwork dues, where applicable.

4. The proposer and seconder of a candidate must also be bonafide regular students of the College and must have cleared all College dues up to the current academic session.
5. A student who has discontinued or left the college without completing their studies shall not be eligible to contest the election.
6. A student found guilty and punished for indiscipline by the College shall not be eligible to contest the election.
7. A student expelled in any semester examination for adopting unfair means or for indiscipline shall not be eligible to contest the election.
8. **A student may contest for one portfolio only.**
9. **A FYUGP Fifth Semester or Seventh Semester student may contest in the following portfolios only subject to the eligibility conditions mentioned above:**
 - **President;**
 - **Vice-President, if eligible under Rule 10**
10. The portfolio of **Vice-President** shall be reserved for female candidates from FYUGP Third Semester or FYUGP Fifth Semester or FYUGP Seventh Semester.
11. Unless otherwise notified by the College, all other portfolios shall be open to eligible regular students in accordance with these rules.
12. Apart from serial number 9 and 10 all others portfolios are open for all except Secretary, Boys' Common Room for boys and Secretary, Girls' Common Room for girls.
13. The Class Representative for First Year, Second Year, Third Year and Fourth year will be nominated by the Principal in consultation with the Election Committee from regular and studious aspiring students of respective class. A separate selection paper may be submitted by the aspiring candidates obtained from the Returning Officer. A candidate who has been defeated in the General Election of KBRDCSU shall not be eligible for the position of Class Representative.

PART E — NOMINATION OF CANDIDATES

9. Filing of Nomination Papers

1. A candidate shall submit the nomination paper issued by the Office of the Returning Officer within the notified date and time.
2. Each nomination paper shall be accompanied by the following documents:
 - a. A photocopy of the candidate's updated College Identity Card, issued by the Principal;
 - b. A photocopy of the candidate's admission receipt for the current academic session;
 - c. Photocopies of the updated College Identity Cards of the proposer and seconder;
 - d. Photocopies of the admission receipts of the proposer and seconder for the current academic session;
 - e. A library clearance certificate; and
 - f. Duly signed attendance certificate format included in the nomination paper from the concerned department.

3. One proposer may propose only one candidate, and one seconder may second only one candidate.
4. For the portfolio of Secretary, Boys' Common Room, both the proposer and the seconder shall be male students.
5. For the portfolio of Secretary, Girls' Common Room, both the proposer and the seconder shall be female students.
6. For the portfolio of Class Representative, the candidate, proposer, and seconder shall belong to the same class and semester.
7. A candidate may submit more than one nomination paper for the same portfolio. However, only one correctly completed and valid nomination paper shall be accepted.
8. A nomination paper containing overwriting, unauthorised corrections, use of correction fluid or correction pen, incomplete information, spelling errors in essential particulars, or missing required documents may be rejected by the Returning Officer.
9. The name of the portfolio for which a candidate is contesting shall be written exactly as notified by the Returning Officer.
10. The decision of the Returning Officer regarding the acceptance or rejection of a nomination paper shall be subject to the approval of the Election Committee.

PART F — WITHDRAWAL OF CANDIDATURE

10. Withdrawal

A candidate may withdraw candidature by submitting a written request to the Returning Officer before the notified deadline. After the expiry of the withdrawal period, the final list of candidates shall be published.

PART G — MODEL CODE OF CONDUCT

11. Campaign Conduct

1. No candidate or supporter shall campaign on the basis of caste, creed, religion, community, language, or any other divisive ground.
2. Any verified use of communal, inflammatory, derogatory, or discriminatory remarks may result in disqualification and disciplinary action.
3. Candidates and their supporters shall campaign only in proper College uniform and with valid College Identity Cards.
4. Campaigning shall be permitted only during the period notified by the Returning Officer.
5. No candidate shall use loudspeakers, microphones, amplifiers, or similar devices for campaigning within the College campus.
6. Candidates may distribute printed handbills and leaflets only in accordance with the instructions of the Election Committee.
7. No poster, banner, or campaign material shall be pasted, painted, or written on College walls, buildings, furniture, trees, or other College property.

8. Printed posters or banners may be displayed only at locations approved by the Election Committee and without the use of glue, gum, or any material that damages College property.
9. No candidate or supporter shall use derogatory remarks against another candidate or any person, or promote anti-College, anti-State, or anti-national sentiments.
10. No candidate or supporter shall offer tea, snacks, money, gifts, transport, or any other benefit to influence voters.
11. Posters and banners shall not be displayed within 200 metres of the polling station.
12. No outsider shall be involved in campaign activities or permitted to interfere with the election process.
13. Candidates and supporters shall maintain peace, discipline, and respect for all students, staff members, and College property.

PART H — ELECTION EXPENDITURE

12. Expenditure Limit

1. The maximum permissible election expenditure for each candidate shall be **₹5,000** or such amount as may be fixed by the Election Committee.
2. Every candidate shall maintain a true and complete statement of election expenditure.
3. Within two weeks of the declaration of results, each elected or contesting candidate, as directed by the Election Committee, shall submit the expenditure statement along with supporting documents.

13. Sources of Funds

Candidates shall not use funds from:

- I. Political parties;
- II. External organisations;
- III. Unauthorised persons; or
- IV. Any other prohibited source.

PART I — ELECTORAL ROLL AND VOTER IDENTIFICATION

14. Electoral Roll

1. Only students whose names appear in the final approved electoral roll shall be entitled to vote.
2. The final electoral roll shall be published before the date of polling.

15. Voter Identification

1. Every voter shall produce a valid College Identity Card before casting a vote.

2. A First Semester student who has not received a College Identity Card may produce the admission receipt for the current academic session, together with any photo identity proof.

PART J — POLLING, POLLING AGENTS, AND COUNTING AGENTS

16. Secret Ballot and Polling Hours

1. Voting shall be conducted by secret ballot only.
2. No voter shall be compelled to disclose his or her vote.
3. Polling shall begin at **9:00 a.m.** and continue until **2:00 p.m.**, unless otherwise notified by the Returning Officer.
4. Every voter shall follow the instructions of the polling personnel and maintain the secrecy of voting.

17. Polling Agents and Counting Agents

1. Each candidate may nominate Two Polling Agents for each polling station.
2. The name and photocopy of the College Identity Card of the proposed Polling Agent shall be submitted to the Office of the Returning Officer at least 24 hours before the commencement of polling.
3. Each candidate may nominate Two Counting Agents for each counting centre.
4. The name and photocopy of the College Identity Card of the proposed Counting Agent shall be submitted to the Office of the Returning Officer at least one day before the commencement of polling.
5. Only bonafide regular students of the College may be nominated as Polling Agents or Counting Agents.
6. Entry to polling stations and counting centres shall be restricted to authorised election personnel, approved agents, and candidates, as permitted by the Returning Officer.
7. Any objection relating to voting or counting shall be submitted immediately in writing to the Returning Officer.

PART K — VOTING, COUNTING, AND DECLARATION OF RESULTS

18. Voting Procedure

1. Voting shall begin according to the schedule notified by the Returning Officer.
2. Only regular bonafide students with up-to-date admission for the current academic session shall be entitled to vote.
3. Voters shall attend in proper College uniform and carry the required identity document.
4. A voter shall cast only one vote for each portfolio for which the voter is eligible to vote.
5. Voters shall use only the official stamp supplied by the Returning Officer.

6. No voter shall display, photograph, or otherwise reveal a marked ballot paper within the polling area.

19. Valid Vote Rule

1. Each ballot paper shall contain the names of the candidates and one voting box opposite each candidate's name.
2. Voters shall use only the official stamp supplied by the Returning Officer.
3. A vote shall be counted as valid if the **major portion of the stamp impression, meaning more than half of the stamp mark, is clearly inside one voting box** opposite the name of one candidate.
4. A vote shall remain valid where a small portion of the stamp impression overlaps:
 - the name of the same candidate;
 - the border of that candidate's voting box; or
 - the blank space immediately surrounding that candidate's voting box,

Provided that the major portion of the stamp is inside only one voting box and the voter's choice is clearly identifiable.

5. A vote for a particular portfolio shall be treated as invalid if:
 - a. the stamp is not placed in, or does not have its major portion inside, any one voting box;
 - b. the stamp is placed between two voting boxes and it is not clear for which candidate the vote was cast;
 - c. the stamp overlaps or substantially covers two voting boxes;
 - d. stamps are placed in more than one voting box for the same portfolio;
 - e. the stamp overlaps the name or voting box of another candidate in a manner that makes the voter's choice doubtful;
 - f. no stamp is placed on the ballot paper for that portfolio;
 - g. a stamp other than the official stamp supplied by the Returning Officer is used;
 - h. the ballot paper contains a signature, name, writing, symbol, or other mark that may identify the voter; or
 - i. the ballot paper is torn, damaged, altered, or defaced so that the voter's choice cannot be determined.

6. A vote that is invalid for one portfolio shall not affect the validity of votes correctly cast for other portfolios on the same ballot paper.
7. In cases of doubt, the Returning Officer and the Election Committee shall determine whether the voter's choice is clearly identifiable. Their decision shall be final.

20. Counting of Votes

1. Counting shall ordinarily be completed on the same day as polling.
2. If counting cannot be completed on the day of the election, the ballot boxes shall be sealed and kept in safe custody of the College or, where necessary, in the custody of the local police station, as directed by the Election Committee.
3. The counting process shall be supervised by the Returning Officer and the Election Committee.

21. Declaration of Results

1. The candidate obtaining the highest number of valid votes for a particular portfolio shall be declared elected.
2. The result shall be declared by the Returning Officer or by an authorised member of the Election Committee after completion of counting.
3. If two or more candidates receive the same number of valid votes, the tie shall be decided by a draw of lots conducted by the Election Committee in the presence of the concerned candidates or their authorised representatives.

PART L — COMPLAINTS, RECOUNTING, CANCELLATION, AND DISCIPLINARY ACTION

22. Complaints and Grievances

1. Any candidate may submit a written complaint to the Returning Officer regarding a violation of the election rules.
2. A complaint shall:
 - identify the complainant;
 - clearly state the alleged violation;
 - be submitted within the notified election period or deadline; and
 - include supporting evidence, where available.
3. The Returning Officer shall examine the complaint and may investigate the matter or refer it to the College authority for appropriate action.

23. Recounting of Votes

1. Recounting may be permitted where the margin of victory is less than **03 (Three) votes**.
2. A candidate seeking recounting shall submit a written request to the Returning Officer within 30 minutes of the declaration of the result.

3. The Returning Officer shall have the authority to determine whether a recount is necessary and, where deemed appropriate, order a recount..

24. Cancellation or Postponement of Election

1. If a candidate is found to have violated the Model Code of Conduct or any election rule, the candidate may be disqualified and subjected to disciplinary action.
2. The Election Committee, in consultation with the Principal and the College authority, may postpone or cancel the election if circumstances so require.
3. The decision of the Principal, taken in accordance with the applicable College rules, shall be final and binding in matters relating to election disputes.

25. Election Offences

The following acts may result in disciplinary action, disqualification, or cancellation of candidature:

- bribery, inducement, or distribution of money, food, gifts, or transport;
- intimidation, threat, coercion, violence, or disruption of the election process;
- destruction or defacement of College property;
- impersonation of a voter;
- tampering with ballot papers, ballot boxes, or election records;
- use of unauthorised campaigning methods;
- use of communal, inflammatory, or derogatory language;
- involvement of outsiders in election activities; and
- violation of any instruction issued by the Returning Officer or Election Committee.

UNION PART M — RESPONSIBILITIES OF THE ELECTED STUDENTS'

26. Duties After Election

The elected Students' Union shall:

1. cooperate with the Principal, teachers, and College administration;
2. maintain academic discipline and decorum;
3. represent legitimate student concerns through proper channels;
4. organise approved academic, cultural, literary, sports, and social programmes;
5. maintain proper records of meetings and activities;
6. maintain financial transparency;
7. avoid interference with teaching, examinations, and academic activities;
8. promote unity, discipline, and the overall development of the College; and
9. comply with all applicable College and University rules.

PART N — CLEAN CAMPUS

27. Post-Election Cleanliness

1. Candidates and their supporters shall remove all campaign materials immediately after the election.
2. The College campus shall be restored to its original condition.
3. Failure to remove campaign materials may result in disciplinary action or recovery of cleaning expenses from the concerned candidate.

PART O — CANDIDATE UNDERTAKING

28. Undertaking by Candidate

I, _____, a student of K.B.R.D. College, hereby declare that I am contesting for the post of _____ in the Students' Union Election for the Academic Session 2026–27.

I undertake to:

- i. Abide by all election rules and instructions issued by the Election Committee;
- ii. Maintain discipline and academic decorum;
- iii. Conduct my campaign peacefully and respectfully;
- iv. Refrain from violence, intimidation, bribery, coercion, and unfair practices;
- v. Not involve outsiders in election activities;
- vi. Maintain the secrecy and sanctity of the voting process;
- vii. Submit my election expenditure statement as required;
- viii. Accept the lawful decision of the Returning Officer and Election Committee; and
- ix. Abide by the applicable College and University rules and regulations.
- x. **No Court case shall be filed until a decision has been made by the Election Committee or the competent authority of the College.**

I understand that violation of the election rules may result in disciplinary action and/or disqualification, as permitted under the applicable rules.

Name of Candidate: _____

Portfolio: _____

Class/Semester: _____

Signature: _____

Date: _____

Approved by:

Principal

K.B.R.D. College

Signature:_____

Date: _____

Returning Officer: _____

Assistant Returning Officer(s): _____

Election Committee Members:

1. _____

2. _____

3. _____

Official Seal of the College