



# COLLEGE OF ENGINEERING MUTTATHARA

Under the Co-operative Academy of Professional Education | Government of Kerala

No.Acd-138/2026/CEM

Thiruvananthapuram

Date:09.02.2026

## **NOTIFICATION FOR THE ELECTION TO COLLEGE UNION 2025 -2026**

Sub: -Election to College Union 2025- 2026 of the College of Engineering Muttathara – reg.

- Ref: - 1. Circular No. KTU/ASST1(STUDENT AFFAIRS)/2943/2025 of The Registrar (In Charge) dated 09.02.2026, APJ Abdul Kalam Technological University, Thiruvananthapuram.
2. Recommendations and Guidelines issued by the J. M. Lyngdoh Committee, constituted by the Government of India pursuant to directions of the Honourable Supreme Court of India
3. Chapter 4, Para 6 of the APJ Abdul Kalam Technological University First Statutes 2020 and subsequent amendments.
4. Election Manual for Election to College Unions & University Union of the APJ Abdul Kalam Technological University
5. Proceedings No. Acd-138/2026/CEM 78 dated 09.02.2026, of the Principal College of Engineering Muttathara, appointing the Returning Officer for the conduct of the College Union Election
6. Proceedings No. Acd-138/2026/CEM 80 dated 09.02.2026, of the Principal College of Engineering Muttathara, constituting the College Union Election Committee for the conduct of the College Union Election.
7. Proceedings No.Acd-138/2026/CEM 79 dated 09.02.2026, the Principal College of Engineering Muttathara, constituting the Grievance Redressal Cell for the conduct of the College Union Election.

As per the circular No. KTU/ASST1 of The Dean (Academic), APJ Abdul Kalam Technological University, Thiruvananthapuram, cited as Ref. 1 above and in strict adherence to the recommendations of the Lyngdoh Committee on Student Union Elections, Chapter 4, Para 6 of the APJ Abdul Kalam Technological University First Statutes 2020, the provisions of the College Union Election Manual cited as Ref. Nos. 2-4, and in accordance with the University Circulars and statutory directions issued from time to time, it is hereby notified that **the College Union Election of the College of Engineering Muttathara for the Academic Year 2025-2026 shall be conducted under the Parliamentary Mode of Election using a secret ballot on 20<sup>th</sup> February 2026 as detailed below.**

The entire election process shall be conducted under the authority and supervision of the undersigned, who has been appointed by the Principal as Returning Officer, ensuring transparency, discipline, and full regulatory compliance.

### **1. Mode of Election – Parliamentary System**

The College Union Election shall be conducted through the Parliamentary Mode, wherein:

- Class Representatives (CRs) shall be elected directly by the students of their respective classes
- The elected Class Representatives shall collectively constitute the Student Parliament / Electoral College

The Office Bearers, as well as executive members of the College Union, shall be elected indirectly by the Student Parliament from among its members, as per university norms

### **2. Posts to be Elected**

#### **A. Stage 1**

1. Class representatives from each class shall be elected through secret ballots. In the Parliamentary Mode of election, all students of the respective class shall have the right to vote in the election of Class Representatives. In mixed classes, every student shall exercise voting rights in all applicable categories.

The number of Class Representatives depends on student strength and gender composition:

- UG class with strength  $\leq 20$  → One Class Representative (1)
- Mixed UG class with strength  $> 20$  → Two (2) Class Representatives, namely:
  - One Class Representative (General), and

- One Class Representative (Lady – Reserved)
- For the General seat, candidates may be Male, Female, or Transgender.
- At no point shall two male representatives be elected from a mixed UG class.
- All students of the class, irrespective of gender, shall be eligible to vote in both the General category and the Lady-Reserved category
- Each voter shall cast one vote in each category, thereby exercising two votes in total.
- All students of the class, irrespective of gender, shall be eligible to vote in both the General category and the Lady-Reserved category.
- Votes shall be counted separately for each category, and the candidate securing the highest number of valid votes shall be declared elected.
- The elected Class Representatives shall form the Electoral College for Phase II elections under the Parliamentary Mode.

### B. Stage 2

The following College Union executive committee shall be elected indirectly by the duly elected Class Representatives from among its members, as per university norms.

Sl. No.	Name of the Post	No. of Posts
1	Chairperson	1
2	Vice Chairperson	1
3	General Secretary	1
4	Magazine Editor	1
5	Arts Club Secretary	1
6	University Union Councillor	1
7	Girl students representing all the female students in the college	2
8	Members representing the students of the UG Programme of	
	a) Civil Engineering	1
	b) Computer Science and Engineering	1
	c) Electronics and Communication Engineering	1
	d) Electrical and Electronics Engineering	1
	e) Mechanical Engineering	1

**\*All the above-mentioned posts are Executive Posts of the College Union. Posts listed from Sl. No. 1 to Sl. No. 5 shall be treated as Office Bearer Posts of the College Union.**

As per the KTU Election Manual, the number of University Union Councillor(s) to be elected shall be determined based on the total student strength of the college, as follows:

- One (1) University Union Councillor shall be elected if the total student strength is up to 750.
- Two (2) University Union Councillors shall be elected if the total student strength exceeds 750.

The election of University Union Councillor(s) and Women Representatives shall be conducted using a single ballot paper for both the Presidential and Parliamentary Modes of election.

#### **Nominated Members of the College Union Executive Committee**

In addition to the elected members, the College Union Executive Committee shall include the following nominated and ex officio members, as per the approved norms:

1. Student Member (Scheduled Caste / Scheduled Tribe)

Where no elected girl student belongs to the Scheduled Caste or Scheduled Tribe, one student belonging to the Scheduled Caste or Scheduled Tribe shall be nominated by the Executive Committee.

2. Patron-cum-Treasurer (Ex-Officio)

The Principal / Head of the Institution / Teacher-in-Charge shall function as the Patron-cum-Treasurer of the College Union ex officio.

3. Staff Advisor (Ex-Officio)

One faculty member nominated by the Principal / Head of the Institution / Teacher-in-Charge shall function as the Staff Advisor to the College Union ex officio.

4. Student Member – Sports Secretary

One student functioning as Sports Secretary, nominated by the Executive Committee, shall be a member of the College Union Executive Committee.

The above nominations shall be made strictly in accordance with the Lyngdoh Committee Report, College Union Election Manual, and University Regulations. They shall be deemed valid for all matters relating to quorum, decision-making, and functioning of the College Union Executive Committee.

## 2. **Eligibility to take part in Elections**

- (i) The names of all the students who are on the KTU portal of the College as on the date of publication of the election notification shall be included in the electoral rolls and shall be eligible to participate and contest in the elections:

Provided that after publication of the election notification but before the date notified for the election, if any student, whose name is removed from the KTU portal of the College, he/she shall not be eligible to vote in the elections or contest the elections, even if he/she is included in the electoral rolls.

Provided further that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if a requisition for the same is received within twenty-four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

## 3. **Eligibility Criteria for Candidates**

- (i) The names of all the students who are on the KTU portal of the College as of the date of publication of the election notification shall be included in the electoral rolls. They shall be eligible to participate and contest in the elections,

(ii) The upper age limit for contesting College Union Elections in the case of Under Graduate and Post Graduate students shall not exceed 27 years as on the date of notification for nomination of candidates for the College Union Elections.

(iii) The condition prescribed by the J M Lyngdoh Committee that a student contesting the elections should in no event have any academic arrears in the year of contesting election is that he/she shall have passed all the subjects of the completed semesters of the course whose final results have been declared by the University as on the date of filing the nomination as a candidate. The candidate has appeared for all regular examinations of completed semesters and has not been absent from any regular examination, including those whose results are pending as of the date of filing the nomination.

The following shall not be considered for determining academic eligibility:

- Digital 101 MOOC course included in the 2024 curriculum
- Minor courses
- Honours courses

(iv) The condition prescribed by the J M Lyngdoh Committee that a student contesting the elections should have attained the minimum percentage of attendance as specified by the University or 75 % attendance, whichever is higher, shall be that, if the contesting student is a male, he should have attained a minimum of 75% of attendance in the completed semester of the course to which he was admitted. If the contesting student is a female, she should have attained a minimum of 73% of attendance in the completed semester of the course to which she was admitted. Also, for students with benchmark disabilities (PwD), a minimum attendance of 70% in the completed semester of the course to which they were admitted. The above-referred 75%/73%/70% attendance may be achieved by availing the eligible attendance condonation. The above condition would also apply to the proposer and the seconder of the candidate contesting the election. Attendance shall be assessed only based on the last completed semester. Eligible attendance may include approved condonation as per university norms. Students who have been granted University-approved duty leave and who thereby attain the required minimum attendance shall also be considered eligible for contesting the election.

(v) Where elections are conducted in Parliamentary Mode or Hybrid Mode, the proposer and the seconder of students contesting as candidates of class representatives shall belong to the Electoral Roll of the same class. Where elections are conducted for the election of representatives of each course (UG/PG), the proposer and the seconder of students contesting as candidates shall belong to the same course.

(vi) Student can contest, -

a. To the post of Office Bearer exclusively once, and to the post of Executive Committee member other than to the post of Office Bearers exclusively once. i.e. during the programme duration, a total of 2 contests.

b. To the post of Executive Committee member exclusively, other than to the post of Office Bearers twice during the programme duration, i.e., a total of 2 contests.

(vii) Students facing or who have faced disciplinary actions shall not be entitled to participate in the elections as a candidate, proposer or seconder. What amounts to disciplinary action shall be informed separately.

(viii) A candidate may file nomination forms for more than one post. However, after the expiry of the withdrawal period, a student shall be permitted to contest as a candidate for only one (1) post at a time in a College Union Election.

If a candidate's name continues to appear against more than one post after the withdrawal period, the candidate shall be declared ineligible to contest for all such posts.

(ix) The contestant for the post of Vice-Chairman (Sl. No.2) shall be a female class representative elected by all the duly elected class representatives. The Members representing the UG Programme Sl.No 8 a, b, c, d, and e will be elected by and from among the duly elected class representatives of respective Branches. The post mentioned in (Sl. No.7) for the Girl Representatives will be elected by and from among the female elected class representatives. The proposer and seconder for the same shall be Female Class Representatives only. Candidates for the posts of General Secretary and Magazine Editor shall be students from any batch other than the final year of the programme.

### **Eligibility Criteria for Proposer and Secunder**

- i. The proposer and seconder must be included in the Final Electoral Roll.
- ii. The proposer and seconder must satisfy the minimum attendance requirement, assessed based on the last completed semester, as prescribed by the University.
- iii. The age of the proposer and seconder shall not exceed 27 years as on the date of Election Notification.
- iv. Students facing or who have faced disciplinary action shall not be entitled to act as proposer or seconder.
- v. Further, any student who is under suspension during the period of nomination shall not be eligible to act as proposer or seconder.
- vi. No elector shall propose or second more than one candidate for the same post.

### **3. Nomination of Candidates to Contest Elections**

Every elector included in the electoral roll may nominate an elector included in the electoral roll to contest the elections to the various positions in the College Union to which elections are conducted, provided they are otherwise eligible to contest the elections to the respective positions in accordance with these Rules and Regulations as a candidate.

1. Every nomination shall be in the prescribed form as per the notification, made by the student in writing, and proposed and seconded by two other students included in the electoral roll.
2. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office, within the date and hour fixed for filing of nominations.
3. Every elector who has been nominated to contest the elections shall be referred to as a 'candidate' for the elections.

### **Special Exemption**

For the following posts, it is NOT mandatory to have a proposer and a seconder at the time of filing nominations:

1. UG Degree Representative

(One student representing each Undergraduate degree course of study)

### **4. Scrutiny of nominations**

All nomination papers deposited in the box provided for the purpose shall be scrutinised by the Returning Officer at the hour on the date notified in the election notification. The candidate/s contesting the elections or his/her nominee (one who shall be a student included in the electoral roll) will be permitted to be present at the time of scrutiny of nominations. The Returning Officer shall examine the nomination papers and shall decide on all objections made to any nominations.

### **Scrutiny of Nominations – Guidelines**

The scrutiny of nominations shall be conducted under the direct supervision of the Returning Officer, in accordance with the prescribed rules. The following guidelines shall be strictly observed:

- i. The candidate or one authorised agent may be present during the scrutiny of the concerned nomination. They shall leave immediately after the concerned nomination is scrutinised.
- ii. In the case of panel nominations, a maximum of two or three authorised agents, as permitted by the Returning Officer, may be present during scrutiny.
- iii. Only candidates or agents appointed in writing and duly approved by the Returning Officer shall be permitted to attend the scrutiny.
- iv. Outsiders are strictly prohibited from entering the scrutiny venue and shall not be permitted to participate in the election or campaign process in any manner.
- v. Mobile phones are strictly prohibited in the scrutiny venue.

Violation of any of the above guidelines shall attract immediate action, including removal from the venue and rejection of nomination, as deemed appropriate by the Returning Officer.

**5. List of candidates validly nominated**

A list of candidates contesting each of the positions in the College Union to which elections are conducted, along with their names, semester, course, etc., whose nominations have been found valid, shall be published by affixing the same in the office of the Returning Officer and the notice boards in the college.

**6. Withdrawal of nomination**

Withdrawal will only be permitted if submitted in person by the candidate in writing, accompanied by a copy of their college identity card. The withdrawal of candidature must be submitted to the Returning Officer before the deadline, as per the election schedule. Once the withdrawal is submitted, it is considered final and cannot be revoked.

**7. Final List of Candidates**

The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates for each position for which elections are conducted, validly nominated, showing the names arranged in alphabetical order together with their names, semester, course, etc.

**8. 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 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 vacancies.

(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 in the Rules and Regulations on the date and hour notified in the election notification.

## 9. Voting

Every elector, including the candidates included in the electoral roll, shall be entitled to elect a candidate of his/her choice who has been validly nominated for contesting the election by exercising his/her preference by a vote if he/she is otherwise eligible to vote.

A student who is under suspension from the college as of the date of polling shall not be eligible to vote in the College Union Elections.

## 10. Polling

(1) Polling shall be by secret ballot. No vote shall be given by proxy. The date and time of polling shall be as specified in the election notification. (2) The ballot box sealed or locked (in the presence of the Candidates or their agents, if so required by them) shall be placed in a convenient place in the polling booth for voting and depositing the ballot papers through a slit provided in the box.

(3) The Returning Officer or such other officer appointed and authorised by him/her shall ascertain (a) the identity of the elector casting the vote before issue of the ballot paper and (b) that the elector presenting himself/herself to vote has not already voted.

(4) The name of the elector who has voted shall be entered upon the serially numbered counterfoil of the ballot paper and in a ballot paper issue book and acknowledged by the elector who voted. The ballot paper corresponding to that counterfoil shall then be torn off after fixing the initials of the Returning Officer thereon and handed over to the elector for voting, and the counterfoil shall be securely kept.

(5) At the time of issuing the ballot paper, the officer authorised by the Returning Officer shall make a 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 against his/her name in the electoral roll.

(6) The elector who received the ballot paper shall then proceed to a place screened from observation by others for marking his/her vote in the ballot paper against the name of the candidate/s of his/her choice and then proceed to the place where the ballot box is placed and deposit the ballot paper in the ballot box.

(7) No elector shall be allowed to enter the place arranged for marking of vote when another elector is exercising his vote, and no student shall remain there longer than is necessary for recording his vote.

(8) If any elector is incapacitated from voting due to blindness or other physical reasons, it shall be competent for him/her to record his/her vote by the hand of the Returning Officer or such other officer authorised by him or her.

(9) The election of University Union Councillor(s) and Women Representatives shall be conducted using a single ballot paper, applicable to both Presidential Mode and Parliamentary Mode of election.

(10) The Returning Officer shall seal the slit of the ballot box immediately after polling is over and keep it in safe custody. per the Rules and Regulations in the manner provided herein

## **11. Counting**

(1) The scrutiny and counting of votes shall be done by the Returning Officer as prescribed in the election notification. 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.

(2) No person other than the Returning Officer, the officers and staff appointed by him for the purpose, and the candidates shall be present at the time of scrutiny and counting of votes. However, the candidate, with the permission of the Returning Officer, may authorise an elector on the electoral roll to represent them and be present at the time of scrutiny and counting in their place as their authorised representative.

(3) The persons present at the time of scrutiny and counting shall record their presence in the manner determined by the Returning Officer.

(4) The persons present at the time of scrutiny and counting shall be present at the time of declaration of results and shall record their presence in the manner determined by the Returning Officer.

(5) Mobile phones are strictly prohibited in the scrutiny venue.

## **12. Rejection of Ballot Paper**

Ballot Paper when rejected -

(1) A ballot paper shall be rejected for scrutiny and counting.

(i) If it does not bear the initials of the Returning Officer or the person duly authorised by them for the purpose, or

- (ii) If an elector records his name or writes any word or makes any mark on it revealing their identity, or
- (iii) If the vote is recorded thereon by any mark other than thus 'X' against the name of the candidate (s), or
- (iv) If no vote is recorded thereon, or
- (v) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or
- (vi) If it is not identifiable or uncertain as to whom the vote has been cast, or
- (vii) If a vote is recorded violating any other law, order, guidelines, etc., issued by the Returning Officer in respect of the elections.
- (viii) If a voter marks votes equal to or fewer than the number of posts to be filled, the ballot shall be treated as valid to the extent of such valid markings

**13.    Recounting**

- (1) Any candidate or his authorised representative may, immediately after completion of the scrutiny and counting, request in writing to the Returning Officer to re-scrutinise or recount the votes received by all or any of the candidates, and the Returning Officer shall rescrutinise or recount the same accordingly.
- (2) 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 correctness of any previous counting: Provided, however, that nothing in these Rules and Regulations shall require the Returning Officer to recount the same votes more than once.
- (3) The persons present at the time of scrutiny and counting shall be present at the time of recounting.

**14.    Declaration of Results**

- (1) The results of the polling shall be declared as prescribed in the election notification.
- (2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the most significant number of votes, shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) Where two (2) candidates are to be elected, the two candidates securing the highest number of valid votes shall be declared elected.

(5) The Returning Officer shall declare the results on a document in such manner as determined by the Returning Officer.

(6) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.

#### **15. Complaints Regarding Elections**

Complaints regarding the conduct of elections to College Union, if any, shall be made in writing to the Vice Chancellor of the University to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The Vice Chancellor's decision on the complaint shall be final.

#### **16. Code of Conduct for Elections**

The following shall be the general code of conduct for elections to the College Union;

- i. No person other than a student of the college shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.
- ii. Candidates, their authorised representatives and other students shall not disfigure any classrooms, compound walls and buildings in the college campus by pasting posters or writing on the walls as part of their election campaign.
- iii. Election campaign/propaganda in the college campus shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.
- iv. Election campaign/propaganda/meetings shall be held in the college campus only during the working hours of the college. Election campaign/propaganda/meetings before or after working hours of the college shall be done only with the sanction of the Returning Officer.

- v. Election campaign/propaganda/meetings/canvassing in the college campus on the day fixed for the poll and till the election results are declared is prohibited.
- vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner, keeping in view the aims and objects of the College Union.

Complaints of violation of the code of conduct shall be given in writing to the Returning Officer, who shall dispose of the same on the merits.

The schedule of events associated with the Election Process is as follows.

Sl. No.	Programme/Item	Date	Time
<b>Stage I Election of Class Representatives</b>			
1	Date of Notification	09.02.2026	
2	Date of publication of the Electoral Roll of each Class	10.02.2026	1.00 PM
3	Last Date and hour for filing complaints regarding the Electoral Roll of Each Class	11.02.2026	11.00 AM
4	Publication of the final Electoral Roll of Each Class	11.02.2026	4.00 PM
5	<b>Last date and hour for receipt of nominations for the election of each class representative</b>	<b>13.02.2026</b>	<b>2.00 PM</b>
6	Scrutiny of nomination	13.02.2026	2.05 PM onwards
7	Publication of the list of valid nominations for the election of each class representative	13.02.2026	After 6.00 PM
8	Withdrawal of Candidature / Nomination	16.02.2026	11.00 AM
9	Publication of the Final list of candidates for the election of each class representative	16.02.2026	4.00 PM
10	<b>Polling of votes for the class-wise election (Class Representative)</b>	<b>20.02.2026</b>	<b>10.00 AM to 11.15 AM</b>
11	Scrutiny and counting of votes for the class-wise election of each class representative	20.02.2026	11.30 AM
12	Declaration of the results of the election of class representatives	20.02.2026	Within 15 minutes of finishing the counting of votes

<b>Phase II Election of College Union Executive Committee Members</b>			
13	Publication of the Electoral Roll of elected class representatives	20.02.2026	1.00 PM
14	Time for Filing Nominations to Various Positions of the College Union	20.02.2026	1.15 PM to 2.00 PM
15	Scrutiny of nominations	20.02.2026	2.05 PM to 2.55 PM
16	Publication of the list of valid nominations	20.02.2026	3.00 PM
17	Withdrawal of Candidature / Nomination	20.02.2026	3.00 PM to 3.15 PM
18	Publication of the Final list of candidates	20.02.2026	3.30 PM
19	<b>Polling of Votes</b>	<b>20.02.2026</b>	<b>4.00 PM to 4.50 PM</b>
19	Scrutiny and counting of votes	20.02.2026	05.00 PM onwards
20	Declaration of the results	20.02.2026	Within one hour of finishing the counting of votes

**Returning Officer**



**Mena G Pillai**

Assistant Professor and Head

Department of Civil Engineering

**Principal**



**Dr. V Praseedalekshmi**