



Office of the Principal
Bhadrak (Autonomous) College, Bhadrak
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No 1496 //Date 10/10/2026

GUIDELINES FOR STUDENT'S UNION ELECTION, 2026-27

(A) CODE OF CONDUCT FOR CONTESTANTS AND ADMINISTRATORS

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
4. 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.
5. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing.

provided that such hand-made posters are procured within the expenditure limit set out herein above.

6. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election advisory committee.
7. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the college campus.
8. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever, without the prior written permission of the college authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.
9. During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college. Further, such procession / public meeting may not be held without the prior written permission of the college authority.
10. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of polling, student organizations and candidates shall -:
 - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
 - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day.
 - (iii) not hand out any propaganda on the polling day.
12. Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college authorities shall enter the polling booths.
13. The college authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.

14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The college authorities may also take appropriate disciplinary action against such a violator.
16. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – "Offences Relating to Election"), may also be made applicable to students' elections.
17. Entry into the college building on the day of polling shall be permitted only to Bonafide students (valid voters) wearing the prescribed college uniform and carrying a valid college identity card.
18. All the students should vacate the college immediately after casting their votes.

(B) ELECTION RELATED EXPENDITURE & FINANCIAL ACCOUNTABILITY FOR CONTESTANTS

1. The maximum permitted expenditure per candidate shall be Rs.5000/-only.
2. Each candidate shall, within two weeks of the declaration of the result, submit complete and certified (to be certified by the candidate) accounts to the college authorities. The college shall publish such accounts within 2 days of submission of accounts, through a suitable medium so that any member of the student body may freely examine the same.
3. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
4. With the view to prevent the inflow of funds from political parties in to the students' election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

(C) GRIEVANCE REDRESSAL MECHANISM

1. There should be a grievance redressal Cell with the Advisor, College Union as its Chairman. In addition, one senior faculty member, one Administrative Bursar and two final year students (one boy and one girl will be included in the cell as student members) till the election results are declared. Such students can be nominated on the basis of merit and/or participation in the co-curricular activities

in the previous year). 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. This cell would be the regular unit of the institution.

2. In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. Principal shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
3. In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfil those duties. In executing those duties, they shall have the authority:
 - (i) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
 - (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
4. 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.
5. The Grievance cell may dismiss a complaint if:
 - (i) the complaint was not filed within the time frame prescribed in Recommendation 4. above;
 - (ii) the complaint fails to state a cause of action for which relief may be granted;
 - (iii) the complainant has not and / or likely will not suffer injury or damage.
6. If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or

- groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
7. The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
 8. At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.
 9. All Grievance cell hearings, proceedings, and meetings must be open to the public. All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
 10. For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to a Grievance cell member designated by the Chair.
 11. The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
 - (i) Complaining parties shall be allowed no more than two witnesses; however, the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted the Grievance cell Chair for the purpose of testifying by proxy.
 - (ii) All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
 - (iii) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.

- (iv) Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- (v) The complaining party shall bear the burden of proof.
- (vi) Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.
- (vii) If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- (viii) The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
- (ix) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (x) If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates' agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- (xi) If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have

- been wilfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- (xii) Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
 - (xiii) The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
 - (xiv) The Principal shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
 - (xv) The Principal can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
 - (xvi) The Principal shall review findings of the Grievance cell when appealed. The principal may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

(D) MAINTAINING LAW AND ORDER ON THE CAMPUS DURING THE ELECTION PROCESS

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.


10.10.26.

Principal
Bhadrak Autonomous College, Bhadrak
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Memo No. 1497// Date ..10/10/2026.....

Copy to all Notice Boards/OIC Website /Dr. R. K. Behera, Advisor, Students' Union Election for information.


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