

BYE-LAWS OF THE NALBARI COMMERCE COLLEGE STUDENTS' UNION

(APPROVED COPY)

Date of Approval in the General Meeting: 10/09/2026



NALBARI COMMERCE COLLEGE

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Bye-Laws of the Nalbari Commerce College Students' Union

CONTENTS

Chapter I	: Preliminary	1
Chapter II	: Name, Objectives and Functions of the Union	1
Chapter III	: Membership	2
Chapter IV	: Constitution of the Students' Union	2
Chapter V	: General Body	3
Chapter VI	: Executive Committee	3
Chapter VII	: Duties of Office-bearers	3
Chapter VIII	: Election Committee	4
Chapter IX	: Election of the Students' Union	4
Chapter X	: Eligibility and Disqualification	5
Chapter XI	: Nomination and Scrutiny	5
Chapter XII	: Election Campaign and Code of Conduct	6
Chapter XIII	: Election Expenditure and Financial Accountability	7
Chapter XIV	: Polling, Counting and Declaration of Results	7
Chapter XV	: Election Grievance Redressal Cell	9
Chapter XVI	: Vacancy and Succession	10
Chapter XVII	: Meetings	11
Chapter XVIII	: Amendment and Interpretation	11

Appendices:

Annexure I	: Election Notification Format	12
Annexure II	: Nomination Paper	13
Annexure III	: Candidate's Declaration/Affidavit	14
Annexure IV	: Withdrawal Form	15
Annexure V	: Election Code of Conduct	16
Annexure VI	: Election Expenditure Statement	17
Annexure VII	: Polling Procedure	18
Annexure VIII	: Counting Procedure	19
Annexure IX	: Oath/Affirmation of Elected Office-bearers	20

Bye-Laws of the Nalbari Commerce College Students' Union

CHAPTER I

PRELIMINARY

1. *Short Title* These Bye-Laws shall be called the "*Bye-Laws of the Nalbari Commerce College Students' Union*", hereinafter referred to as the "Union".
2. *Applicability* These Bye-Laws shall apply to all students who are eligible to become members of the Nalbari Commerce College Students' Union.
3. *Definitions* Unless the context otherwise requires:
 1. "**College**" means Nalbari Commerce College, Nalbari, Assam.
 2. "**Union**" means the Nalbari Commerce College Students' Union.
 3. "**Student**" means a bona fide student duly enrolled in the College in accordance with the rules of the affiliating University and the College.
 4. "**General Body**" means all eligible members of the Union.
 5. "**Executive Committee**" means the elected office-bearers and other elected representatives of the Union.
 6. "**Election Committee**" means the body constituted by the Principal/College Authority for conducting the Students' Union election.
 7. "**Returning Officer**" means the person appointed by the Principal/College Authority to conduct and supervise the election.
 8. "**Academic Session**" means the academic year/session recognised by the College and the affiliating University.
 9. "**Election**" means the election conducted for constituting the Students' Union for a particular academic session.

CHAPTER II

NAME, OBJECTIVES AND FUNCTIONS OF THE UNION

4. *Name* The name of the organisation shall be:
NALBARI COMMERCE COLLEGE STUDENTS' UNION (NCCSU)
5. *Objectives* The objectives of the Union shall be:
 1. To promote the academic, cultural, social and intellectual interests of students.
 2. To encourage discipline, leadership, democratic values and responsible citizenship among students.
 3. To provide a democratic platform for students to express their legitimate views and grievances.
 4. To promote unity, fraternity and mutual respect among students.
 5. To organise academic, literary, cultural, sports and co-curricular activities.
 6. To encourage participation in community service and social responsibility activities.
 7. To promote gender equality, inclusiveness and respect for diversity.
 8. To assist the College authorities in maintaining a healthy academic environment.
 9. To discourage ragging, violence, discrimination, intimidation and other activities detrimental to the academic environment.
 10. To promote constructive dialogue between students and the College administration.

CHAPTER III

MEMBERSHIP

6. *Membership*
1. Every bona fide student of the College shall be an ordinary member of the Union, subject to the rules of the College and affiliating University.
 2. Membership shall remain valid only during the period in which the student continues to be a bona fide student of the College.
 3. A student whose admission/enrolment is cancelled or who ceases to be a student shall automatically cease to be a member of the Union.
7. *Rights of Members*
- Every eligible member shall have the right:
1. To participate in Union activities.
 2. To vote in the Students' Union election, subject to eligibility conditions.
 3. To contest elections, subject to the provisions of these Bye-Laws.
 4. To raise legitimate issues concerning students.
 5. To participate in meetings of the General Body.

CHAPTER IV

CONSTITUTION OF THE STUDENTS' UNION

8. *Office Bearers*
- The Students' Union shall consist of the following elected office-bearers:
1. President
(Representing Classes: PG 1st Semester)
 2. Vice-President
(Representing Classes: UG 5th and 7th Semester)
 3. General Secretary
(Representing Classes: UG 1st and 3rd Semester)
 4. Assistant General Secretary
(Representing Classes: H.S. 1st Year and UG 1st Sem)
 5. Magazine Secretary
(Representing Classes: UG 1st and 3rd Semester)
 6. Cultural Secretary
(Representing Classes: UG 1st and 3rd Semester)
 7. Games Secretary
(Representing Classes: UG 1st and 3rd Semester)
 8. Social Service Secretary
(Representing Classes: UG 1st and 3rd Semester)
 9. Debate & Symposium Secretary
(Representing Classes: UG 1st and 3rd Semester)
 10. Boys' Common Room Secretary
(Representing Classes: UG 1st and 3rd Semester)
 11. Girls' Common Room Secretary
(Representing Classes: UG 1st and 3rd Semester)

Note: The number and nomenclature of posts may be modified by the College Authority according to the academic structure and requirements of the College.

CHAPTER V

GENERAL BODY

9. *General Body* The General Body shall consist of all eligible members of the Students' Union.
10. *Powers of the General Body* The General Body may:
1. Discuss matters relating to student welfare.
 2. Consider reports of the Union.
 3. Consider proposals concerning student activities.
 4. Express views on matters concerning students.
 5. Exercise such other functions as may be prescribed by the College Authority.

CHAPTER VI

EXECUTIVE COMMITTEE

11. *Constitution* The Executive Committee shall consist of the elected office-bearers of the Union
12. *Term of Office:*
1. The term of the Students' Union shall ordinarily be one academic session.
 2. The office-bearers shall hold office until the newly elected office-bearers assume charge.
 3. No office-bearer shall continue beyond the permissible period prescribed by the College/University rules.
13. *Functions of the Executive Committee* The Executive Committee shall:
1. Implement the approved programmes of the Union.
 2. Coordinate student activities.
 3. Maintain proper records of Union activities.
 4. Maintain financial discipline.
 5. Represent legitimate student concerns before the College Authority.
 6. Assist the College in promoting academic discipline and a healthy campus environment.

CHAPTER VII

DUTIES OF OFFICE-BEARERS

14. *President* The President shall:
1. Preside over meetings of the Union.
 2. Provide leadership to the Union.
 3. Ensure that meetings are conducted in accordance with the Bye-Laws.
 4. Coordinate the activities of the office-bearers.
15. *Vice-President* The Vice-President shall:
1. Assist the President.
 2. Perform the functions of the President in his/her absence.
 3. Carry out duties assigned by the Union/College Authority
16. *General Secretary* The General Secretary shall:
1. Act as the chief executive student representative.
 2. Convene meetings with the approval of the competent authority.
 3. Maintain minutes and records.

4. Coordinate activities of the Union.
 5. Present the annual report
17. *Assistant General Secretary* The Assistant General Secretary shall assist the General Secretary and perform such duties as may be assigned.
 18. *Other Secretaries* The respective Secretaries shall organize and supervise activities relating to their respective portfolios, subject to approval of the College Authority.

CHAPTER VIII

ELECTION COMMITTEE

19. *Election Committee* The Principal of the College shall constitute an Election Committee for conducting the Students' Union election.
20. *Constitution of Election Committee* The Election Committee shall consist of such teachers/officers of the College as may be nominated by the Principal.
21. *Returning Officer* The Principal shall be the Returning Officer to conduct the election.
22. *Duties and Responsibilities/ Functions of the Election Committee* The Election Committee shall:
 1. prepare and publish the election schedule;
 2. prepare/finalize the electoral roll;
 3. invite nominations;
 4. scrutinise nomination papers;
 5. publish the list of valid candidates;
 6. supervise the campaign;
 7. conduct polling;
 8. supervise counting;
 9. declare the results; and preserve election records
23. *Election Observer* The Election Committee shall appoint impartial observers to oversee the election process.

CHAPTER IX

ELECTION OF THE STUDENTS' UNION

20. *Annual Election* The Students' Union election shall ordinarily be held every academic year.
21. *Time of Election* The election shall ordinarily be held between six and eight weeks from the commencement of the academic session, subject to applicable academic, University and administrative requirements.
22. *Duration* The complete election process from notification to declaration of results, including campaigning, *shall not exceed ten days*.
23. *Mode of Election* The College shall ordinarily adopt a *direct election system*, whereby eligible students directly elect the office-bearers.

Note: The Lyngdoh Committee permits direct, indirect and hybrid models depending upon

24. *Election in Exceptional Circumstances* Where peaceful, free and fair elections cannot be conducted because of an adverse campus atmosphere, the College may adopt a nomination-based system as an *interim measure*, subject to applicable directions. The Lyngdoh Committee specifically states that nomination should not become a permanent substitute for elections.

CHAPTER X

ELIGIBILITY AND DISQUALIFICATION

25. *General Eligibility* A candidate must:
1. be a regular full-time student;
 2. be on the rolls of the College;
 3. satisfy the prescribed age requirement;
 4. have no academic arrears in the year of contest;
 5. satisfy the attendance requirement;
 6. not have exhausted the permissible opportunities to contest;
 7. satisfy applicable criminal/disciplinary requirements; and
 8. comply with all other provisions of these Bye-Laws
26. *Age* For undergraduate students, the prescribed age shall ordinarily be 17 to 22 years; 25 years for PG only.
27. *Academic Arrears* No minimum marks shall be prescribed merely for candidature; however, a candidate shall have *no academic arrears in the year of contesting the election.*
28. *Attendance* A candidate must have the minimum attendance prescribed by the University or *75% attendance, whichever is higher.*
29. *Number of Opportunities* A candidate shall have:
1. *one* opportunity to contest for an office-bearer post; and
 2. *two* opportunities to contest for an executive-member post
30. *Criminal and Disciplinary Record* A candidate shall not have a previous criminal record as contemplated by the Lyngdoh recommendation and shall not have been subject to disciplinary action by the University authorities.
31. *Regular Student* Only a regular, full-time student enrolled in a full-time course of at least one year's duration shall be eligible. Distance/proximate education students shall not be eligible.
32. *Disqualification* A candidate shall be disqualified if he/she:
1. fails to satisfy eligibility conditions;
 2. submits false information;
 3. has an academic arrear;
 4. fails to satisfy attendance;
 5. has exhausted permitted attempts;
 6. violates the Election Code;
 7. exceeds the expenditure limit;
 8. uses prohibited external funds;
 9. engages in bribery, intimidation or violence;
 10. permits unauthorised outsiders to participate; or
 11. incurs any other disqualification under applicable rules.

CHAPTER XI

NOMINATION AND SCRUTINY

33. *Nomination* Every candidate shall submit a nomination in the prescribed form within the notified period.
34. *Contents of Nomination Form* The nomination shall include:
1. name;
 2. class/semester;
 3. roll number;
 4. registration/enrolment details;

5. post contested;
 6. age;
 7. attendance;
 8. dues clearance
 9. academic arrears declaration;
 10. criminal/disciplinary declaration;
 11. candidate's undertaking; and
 12. proposer/seconded details, if prescribed by the Election Commission
35. *Scrutiny* The Election Committee shall scrutinise nominations for compliance with these Bye-Laws.
36. *Rejection* A nomination may be rejected where:
1. the candidate is ineligible;
 2. the form is incomplete;
 3. false information is furnished;
 4. the nomination is filed late; or
 5. another substantive disqualification exists
37. *Withdrawal* A candidate may withdraw candidature within the period specified in the election schedule.
38. *Final List* After withdrawal, the Election Committee shall publish the final list of candidates.

CHAPTER XII

ELECTION CAMPAIGN AND CODE OF CONDUCT

39. *Political Neutrality* The Students' Union election shall remain independent of political-party control or sponsorship
40. *Participation of non-students* No person who is not a student on the rolls of the College shall participate in the election process in any capacity. Violation may result in disciplinary proceedings and cancellation of candidature, where applicable.
41. *Hate and Communal Appeals* No candidate shall:
1. create hatred;
 2. aggravate caste/community differences;
 3. create religious or linguistic tension;
 4. appeal to caste or communal feelings; or
 5. use places of worship for election propaganda
42. *Bribery and Intimidation* The following shall be prohibited:
1. bribery of voters;
 2. intimidation;
 3. impersonation;
 4. coercion;
 5. threats;
 6. inducements; and
 7. any fraudulent electoral practice
43. *100-Metre Restriction* Canvassing or propaganda shall not be permitted within 100 metres of the polling station on the day of election.
44. *Printed Campaign Materials* Printed posters, pamphlets and other printed materials shall not be used for canvassing.
Only hand-made posters may be used, subject to the expenditure limit and only at places authorised by the Election Commission

45. *Processions and Meetings* Processions/public meetings:
 1. shall not be held outside the College campus;
 2. require prior written permission;
 3. shall not disturb classes or academic activities; and
 4. shall comply with instructions of the College authorities
46. *Loudspeakers, Vehicles and Animals* Use of loudspeakers, vehicles and animals for canvassing shall be prohibited.
47. *Damage to Property* No candidate or supporter shall deface or damage College property. Candidates may be held individually, jointly and severally responsible for damage caused by them or their supporters, subject to applicable law and institutional procedure. Any loss caused to the college property shall be recovered from them up to the value of the property so damaged.

CHAPTER XIII

ELECTION EXPENDITURE AND FINANCIAL ACCOUNTABILITY

48. *Expenditure Ceiling* The maximum expenditure by any candidate shall be ₹5,000/- (Rupees Five Thousand only). *This amount is specifically prescribed in Recommendation 6.6.1 of the Lyngdoh Committee Recommendations.*
49. *Maintenance of Accounts* Every candidate shall maintain complete and accurate election expenditure records
50. *Submission of Accounts* Within two weeks from declaration of results, every candidate shall submit complete and audited accounts to the College authorities.
51. *Excess Expenditure* Non-compliance or excessive expenditure may result in nullification of the election of the concerned candidate.
52. *Source of Funds* Candidates shall not receive election funds from political parties or unauthorised external sources.
The source permitted by the Lyngdoh recommendation is voluntary contributions from the student body.

CHAPTER XIV

POLLING, COUNTING AND DECLARATION OF RESULTS

53. *Polling* Polling shall be conducted at the place and time specified by the Election Committee.
54. *Eligibility to Vote* Only students whose names appear in the final electoral roll shall vote.
55. *Identity* A voter shall produce a valid College identity card or other identification prescribed by the Election Committee.
56. *Secret Ballot* Voting shall be conducted by secret ballot.
57. *No Proxy Voting* Proxy voting shall not be permitted.

58. *Polling Day Conduct* On polling day, candidates and student organisations shall:
1. cooperate with election officials;
 2. ensure peaceful polling;
 3. not obstruct voters;
 4. not distribute food or consumables except water; and
 5. not distribute propaganda.
59. *Polling Booth Entry* Only voters and persons possessing valid passes/letters of authority issued by the Election Committee or College authorities may enter polling booths.
60. *Counting* Counting shall be conducted under the supervision of the Returning Officer and Election Observer. Candidates or their authorised representatives may be permitted to observe the counting process.
61. *Valid Votes*
1. A clear arrow cross is marked against only one candidate.
 2. The arrow cross is imperfect or uneven but is clearly identifiable as the prescribed mark.
 3. There is no conflicting mark against any other candidate.
 4. The ballot paper is officially issued and properly authenticated.
 5. Minor accidental marks are present but do not create any doubt about the voter's choice.
62. *Invalid Votes* Votes not conforming to the prescribed voting procedure may be declared invalid by the Returning Officer.
- Sufficient Causes for Rejection of Votes*
1. No arrow cross mark is made against any candidate.
 2. Arrow cross marks are made against more than one candidate.
 3. The mark is not an arrow cross or prescribed voting mark.
 4. The mark is so unclear that the voter's intention cannot be ascertained.
 5. The arrow cross is placed between two candidates, making the choice uncertain.
 6. The ballot paper bears any identifying mark, signature, name, or initials.
 7. The ballot paper is not the officially issued ballot paper.
 8. The ballot paper does not bear the required official authentication/seal.
 9. The ballot paper is torn, mutilated, or defaced so that the vote cannot be properly identified.
 10. The ballot paper contains any unauthorised writing or marking that compromises secrecy.
 11. The ballot paper is marked in excess of the permitted number of choices.
 12. The ballot paper is otherwise invalid under the prescribed election rules
63. *Declaration* The candidate receiving the highest number of valid votes shall be declared elected.
64. *Rules in Case of Tie Between Two Candidates*
1. If two candidates receive an equal number of valid votes, the Returning Officer shall declare that the election is tied.
 2. The Returning Officer shall first recount the votes of the concerned candidates.
 3. If the tie persists after recounting, the result shall be decided by drawing lots in the presence of the candidates or their authorized representatives.
 4. The candidate whose name is drawn by lot shall be declared elected.
 5. The procedure of drawing lots shall be fair, transparent, and properly recorded in the election proceedings.

6. No candidate shall be declared elected solely based on seniority, age, or alphabetical order.
 7. The decision of the Returning Officer regarding the tie-breaking procedure shall be final, subject to the provisions of the Bye-Laws.
65. *Cleaning of Polling Area* All candidates shall be jointly responsible for cleaning the polling area within 48 hours after polling.

CHAPTER XV

ELECTION GRIEVANCE REDRESSAL CELL

66. *Constitution* There shall be an Election Grievance Redressal Cell comprising:
1. Teacher in charge of student affairs/senior faculty member — Chairperson;
 2. one senior faculty member;
 3. one senior administrative officer;
 4. one final-year male student; and
 5. one final-year female student.
- Until election results are declared, the student members may be nominated based on merit and/or participation in co-curricular activities in the previous year.
67. *Powers* Subject to applicable law, the Cell may:
1. call candidates and agents;
 2. require production of records;
 3. require students to appear and provide information;
 4. inspect financial reports; and
 5. make relevant financial records available for scrutiny where appropriate.
68. *Functions* The Cell shall deal with:
1. breaches of the Election Code;
 2. election expenditure complaints;
 3. election-related misconduct;
 4. procedural complaints; and
- other election-related grievances
69. *Filing of Complaint* 1. Members of the Grievance Cell shall not file complaints before the Cell.
2. Any other student may file a complaint.
3. The complaint must be filed in the complainant's own name.
- The complaint must ordinarily be filed within three weeks from declaration of results.
70. *Initial Action* The Grievance Cell shall act upon a complaint within 24 hours by either dismissing it or calling a hearing
71. *Grounds for Dismissal* A complaint may be dismissed where:
1. it is time-barred;
 2. it fails to disclose a cause of action; or
 3. the complainant has not suffered and is unlikely to suffer injury/damage
72. *Notice* Where a hearing is ordered, written/e-mail notice shall be given to the complainant and the person/group against whom the complaint is made, along with a copy of the complaint.
73. *Hearing* The hearing shall ordinarily be conducted not earlier than 24 hours after notice, unless all parties agree to waive the requirement.

74. *Witnesses* The complainant may ordinarily have not more than two witnesses. The Cell may call additional witnesses where necessary. Signed affidavits may be accepted where a witness cannot appear
75. *Examination of Witnesses* Parties shall address questions to the Grievance Cell. Direct or cross-examination by the opposing party shall not be permitted.
76. *Burden of Proof* The complainant shall bear the burden of proof
77. *Decision*
 1. Decisions shall be by majority.
 2. The decision shall be announced as soon as possible.
 3. A written opinion shall be issued within 12 hours of announcement.
 4. The written opinion shall state findings of fact and conclusions supporting the decision.
78. *Sanctions* The Grievance Cell may impose appropriate sanctions, including:
 1. fine;
 2. suspension of campaign privileges;
 3. restriction of campaign activities;
 4. disqualification;
 5. cancellation of candidature; and
 6. other appropriate disciplinary measures.
79. *Maximum Fine* The total fine imposed upon a candidate in one election cycle shall not exceed the applicable election expenditure limit, i.e. ₹5,000/- under the Lyngdoh Committee Recommendations.
80. *Appeal* An aggrieved party may appeal to the Principal within 24 hours of announcement of the decision.
The Principal may affirm, modify or overturn the decision/sanction.

CHAPTER XVI

VACANCY AND SUCCESSION

81. *Vacancy* A vacancy may arise due to:
 1. resignation;
 2. death;
 3. cessation of studentship;
 4. disqualification;
 5. removal; or
 6. any other legally recognised reason
82. *Vacancy Within Two Months* The Principal is authorized to nominate one office bearer against the vacant portfolio.
- Where such vacancy occurs after two months:
 1. the Vice-President may be promoted to President; and
 2. the Joint/Assistant Secretary may be promoted to Secretary, subject to applicable rules and approval of the competent authority

CHAPTER XVII

MEETINGS

- | | |
|---|--|
| 83. <i>Executive Committee Meetings</i> | The Executive Committee shall meet as necessary. |
| 84. <i>Notice</i> | Reasonable notice shall ordinarily be given for meetings |
| 85. <i>Emergency Meetings</i> | Emergency meetings may be called where circumstances require immediate consideration. |
| 86. <i>Minutes</i> | Minutes of meetings shall be properly recorded and preserved. |
| 87. <i>Quorum</i> | The quorum for Executive Committee meetings shall be one-third of the total membership, unless otherwise prescribed by the College |
| 88. <i>General Body Meetings</i> | General Body meetings shall be convened with approval of the competent College authority. |

CHAPTER XVIII

AMENDMENT AND INTERPRETATION

- | | |
|---------------------------|--|
| 89. <i>Amendment</i> | These Bye-Laws may be amended by the competent College authority |
| 90. <i>Procedure</i> | Any proposed amendment shall: <ol style="list-style-type: none"> 1. be made in writing; 2. identify the provision proposed to be amended; 3. state the proposed amendment; and be approved by the competent authority |
| 91. <i>Consistency</i> | No amendment shall be inconsistent with applicable law, UGC requirements, University rules or Government directions |
| 92. <i>Interpretation</i> | Any question concerning interpretation of these Bye-Laws shall be referred to the Principal/competent authority |

ANNEXURE I

**ELECTION NOTIFICATION FORMAT
NALBARI COMMERCE COLLEGE, NALBARI**

NOTICE**Election to the Nalbari Commerce College Students' Union, 20__-20__**

Notice is hereby given that the election to the Nalbari Commerce College Students' Union shall be conducted according to the following schedule:

Particulars	Date	Time
Publication of Electoral Roll		
Filing of Nomination		
Scrutiny		
Publication of Valid Candidates		
Withdrawal		
Final List		
Campaign		
Polling		
Counting		
Declaration of Results		

Returning Officer
Nalbari Commerce College

ANNEXURE II

**NOMINATION PAPER**

Sl. No.....

Signature of Issuing Officer:

NALBARI COMMERCE COLLEGE STUDENTS' UNION ELECTION 20 -20
NALBARI COMMERCE COLLEGE, NALBARI

1. Name of the Portfolio:.....
2. Name of the Candidate (in Block Letters):
.....
3. Class: 4. Roll No.: 5. Date of Birth.:
6. Name of the Proposer (In Block Letters):
.....
7. Class: 8. Roll No.: 9. Date of Birth.:
10. Name of the Secunder (in Block Letters):
.....
11. Class: 12. Roll No.: 13. Date of Birth.:

Signature of the Candidate:

Signature of the Proposer:

Date:

Signature of the Secunder:

Candidate, Proposer and Secunder must enclose: (a) Proof of age, (b) Copies of marksheets of all semester examinations, (c) Admission Receipt

DECLARATION BY THE CANDIDATE

I hereby declare that the information furnished above in favour of my candidature are true to the best of my knowledge and belief. If anything found wrong my candidature will be liable to be cancelled.

Date:
 Candidate

Signature of the

NO DUES CERTIFICATE

This is to certify that of
 class bearing Roll No. has no dues to be paid to this office as on date.

Date:
 Principal

Signature of Office Assistant

Seal & Signature of the

Recommendation of the Election Committee

On verification of the relevant information furnished by the candidate and other criterion set by concerned committee to determine the eligibility to contest an election, the Election Committee of Nalbari Commerce College, Nalbari recommends as stated below:

Recommendation: Allowed to contest/Not allowed to contest

If not allowed, reason thereof:

Date:

Signature of the Election Officer

TO BE SUBMITTED ALONG WITH THE NOMINATION PAPER

ANNEXURE III
CANDIDATE'S DECLARATION/AFFIDAVIT

I, _____, of _____ Semester,
_____ Roll No. hereby declare that:

1. I am a regular full-time student of Nalbari Commerce College.
2. I satisfy the prescribed age requirement.
3. I have the prescribed attendance.
4. I have no academic arrears in the relevant year.
5. I have not exhausted the permissible number of opportunities to contest.
6. I have furnished true information in my nomination.
7. I shall not use political-party or unauthorised external funds.
8. I shall not engage in bribery, intimidation, violence or other corrupt practices.
9. I shall comply with the Election Code of Conduct.
10. I shall submit my election expenditure account within the prescribed period.
11. I shall abide by the decision of the Election Commission and Grievance Redressal Cell, subject to my right of appeal.

Signature: _____

Name: _____

Date: _____

TO BE KEPT WITH THE CANDIDATE

ANNEXURE IV

WITHDRAWAL FORM

I, _____, candidate for the post of _____, hereby withdraw my candidature for the Students' Union election.

Signature of Candidate: _____

Date: _____

Received by:

Returning Officer

ANNEXURE V

ELECTION CODE OF CONDUCT

Every candidate shall:

1. maintain peace;
2. respect other candidates;
3. campaign on policies and programmes;
4. obey the Election Commission;
5. maintain expenditure accounts;
6. protect College property;
7. cooperate during polling;
8. clean the polling area within 48 hours.

NOT

1. bribe voters;
2. intimidate voters;
3. impersonate voters;
4. use caste/communal appeals;
5. use places of worship for propaganda;
6. use printed posters/pamphlets;
7. use loudspeakers;
8. use vehicles or animals for canvassing;
9. bring outsiders;
10. use political-party funds;
11. canvass within 100 metres of a polling station;
12. hold public meetings during the prohibited 24-hour period;
13. distribute propaganda on polling day;
14. distribute food/refreshments on polling day except water;
15. damage College property.

These provisions closely correspond to the specific campaign and polling restrictions in Recommendations 6.7.1–6.7.16 of the Lyngdoh Committee Recommendation.

TO BE SUBMITTED AFTER THE ELECTION

ANNEXURE VI
ELECTION EXPENDITURE STATEMENT

Candidate: _____

Post: _____

Sl. No.	Particulars of Expenditure	Amount ₹	Voucher No.
1	Hand-made posters		
2	Campaign materials		
3	Other permitted expenditure		
	TOTAL		

Maximum permissible expenditure: ₹5,000/-

I certify that the above statement represents the complete election expenditure incurred by me.

Signature: _____

Date: _____

ANNEXURE VII
POLLING PROCEDURE

1. Polling shall commence and conclude at the notified time.
2. Only eligible voters shall vote.
3. Identity shall be verified.
4. Secret ballot shall be maintained.
5. No proxy voting shall be allowed.
6. Unauthorised persons shall not enter the polling booth.
7. No propaganda shall be distributed.
8. No food/refreshments shall be distributed except water.
9. Candidates shall cooperate with election officials.
10. Canvassing shall not occur within 100 metres of the polling station.
11. Any serious disturbance shall immediately be brought to the notice of election officials.

ANNEXURE VIII
COUNTING PROCEDURE

1. Counting shall be conducted under the supervision of the Returning Officer.
2. Ballot boxes/materials shall be secured until counting.
3. Candidates or authorised representatives may be present.
4. Invalid votes shall be rejected according to the notified procedure.
5. Votes shall be counted transparently.
6. The result for each post shall be recorded.
7. The candidate securing the highest valid votes shall be declared elected.
8. In case of a tie, the notified procedure shall apply.
9. The Returning Officer shall prepare and sign the counting statement.

ANNEXURE IX

OATH/AFFIRMATION OF ELECTED OFFICE-BEARERS

I, _____, having been elected as
_____ of the Nalbari Commerce College Students' Union,
solemnly affirm that:

I shall faithfully discharge the responsibilities entrusted to me; uphold the dignity of Nalbari Commerce College; respect the rights and interests of fellow students; maintain academic discipline; work for the welfare of students; protect College property; uphold democratic values; refrain from violence, discrimination and intimidation; and abide by the Bye-Laws of the Students' Union and the rules and directions of the College and competent authorities.

Signature: _____

Date: _____

APPROVAL AND ADOPTION

These Bye-Laws of the Nalbari Commerce College Students' Union, 2026 were considered and approved by the competent authority of Nalbari Commerce College on:

Date: 10/09/2026

Resolution No.: 2

Principal

Nalbari Commerce College, Nalbari, Assam

Signature: _____

Chairperson/President

- ① Chinmoy Sarma (President).
- ② Parashrami Reka (Asst. gen. secretary)
- ③ Sudipta Sarma (magazine secretary)

