



GOVERNMENT OF KERALA

Abstract

Higher Education Department-Annual Plan 2018-19-Kerala State Higher Education Council-Administrative Sanction for Schemes accorded-Orders issued.

HIGHER EDUCATION(C)DEPARTMENT

G.O.(Rt)No.1101/2018/HEDN Dated,Thiruvananthapuram, 01/06/2018

Read 1 G.O(Rt) No.940/2018/H.Edn dated 11.5.2018

- 2 Letter No.KSHEC-A2/W.Grps/18 dated 08.05.2018 from the Member Secretary,Kerala State Higher Education Council,Thiruvananthapuram
- 3 Minutes of the Departmental Working Group Meeting of Higher Education Department held on 15.05.2018

ORDER

In the Annual Plan 2018-19, an amount of Rs.1650Lakh (Rupees One Thousand Six Hundred and Fifty Lakh Only) has been provided for Kerala State Higher Education Council under the Head of Account 2202-03-103-56-P(35 &36).

As per Government Order read as first paper above, Administrative Sanction was accorded for Rs.513Lakh (Rupees Five Hundred and Thirteen Lakh Only) for the implementation of various schemes of the Council.

Subsequently, the Member Secretary,Kerala State Higher Education Council submitted a proposal read as second paper above requesting Administrative Sanction for the implementation of Higher Education Scholarship scheme for Rs.433Lakh (Rupees Four Hundred and Thirty Three Lakh Only) and Rs.30Lakh (Rupees Thirty Lakh Only) for Prabudhata Scheme.

The Departmental Working Group for Higher Education which met on 15.05.2018 considered and approved the above proposals by meeting funds from the current year's budget provision.

Government are pleased to accord Administrative Sanction to the above mentioned Plan schemes pertaining to Kerala State Higher Education Council for Rs.463Lakh (Rupees Four Hundred and Sixty Three Lakh only)i.e. Rs.433Lakh (Rupees Four Hundred and Thirty Three Lakh Only) for the implementation of Higher Education Scholarship scheme and Rs.30Lakh(Rupees Thirty Lakh Only) for Prabudhata Scheme by meeting the same out of the provisions provided during the current year Budget under the Head of Account 2202-03-103-56-P-35&36 by strictly observing all procedural formalities stipulated in the relevant rules and Government Orders issued from time to time with a view to achieve economy,efficiency and effectiveness of Government expenditure.

(By order of the Governor)
M. G RANJITH KUMAR
JOINT SECRETARY

To:

The Member Secretary,Kerala State Higher Education Council,Thiruvananthapuram

The Member Secretary,State Planning Board,Pattom,Thiruvananthapuram

The Principal Accountant General(Audit) Kerala,Thiruvananthapuram

The Accountant General(A&E)Kerala,Thiruvananthapuram

The District Treasury Officer, Thiruvananthapuram

The Finance Department

The Planning & Economic Affairs(CPMU) Department

The Higher Education(K) Department.

I &PR(Web & New Media) Department

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Section Officer



GOVERNMENT OF KERALA

Abstract

Higher Education Department - State Board of Technical Education - Affiliation of Diploma Level programmes - Rules and Regulations and format for Application - Approved - Orders issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O.(MS) No.143/2018/HEDN Dated, Thiruvanthapuram, 23/06/2018

- Read 1 G.O.(MS) No. 30/2018/H.Edn. dated 15/01/2018.
2 Letter No. L1/23498/17/DTE dated 22.06.2018

ORDER

Government as per orders read paper 1 above, have reconstituted the State Board of Technical Education. The Director of Technical Education as per letter read 2nd above has furnished detailed rules and regulations as well as the format of application for affiliation to diploma level programmes conducted by Technical Education Institutions.

Government have examined the proposal and are pleased to approve the rules and regulations and format for application, as appended in annexure - I & II, for affiliation to diploma level programmes conducted by institutions under State Board of Technical Education.

(By order of the Governor)
DR. USHA TITUS
PRINCIPAL SECRETARY

To
The Director of Technical Education
The Member Secretary, State Board of Technical Education
The Controller of Technical Examination
The Accountant General (Audit) / (A&E) Kerala, Thiruvananthapuram.
The Finance Department
The Law Department
Nodal officer website, Higher Education Department.
Stock file / Office Copy

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Manijm
Section Officer

**STATE BOARD OF TECHNICAL EDUCATION
KERALA**

**Rules & Regulations for
Affiliation of Diploma Level Technical Programmes
2018-19**

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1. PREAMBLE

The State Board of Technical Education was constituted vide GO(MS) No. 30/2018/HEdn, dated, Thiruvananthapuram, 15/01/2018. The State Board of Technical Education, Kerala affiliates institutions and conducts courses at Diploma, Post Diploma, Post Graduate Diploma and Certificate level programmes in Engineering / Technology / Management / Commercial Practice / Hotel Management. SBTE has jurisdiction over the entire State of Kerala. This rules and regulations are applicable to Diploma Level Technical Institutions seeking affiliation in the year 2018-19.

2. DEFINITIONS

- a. *SBTE*: means State Board of Technical Education, Kerala.
- b. *Board*: means SBTE
- c. *AICTE*: means All India Council for Technical Education established under the All India council for Technical Education Act, 1987 (Central Act 52 of 1987).
- d. *Institution*: an Institution set up by Government, Government Aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) affiliated to SBTE and offers Diploma, Post Diploma, Post Graduate Diploma and certificate levels. However for institutions at certificate level, individual management is also permitted.
- e. *Affiliated Institution*: means a college or institution affiliated to the SBTE and providing any course of study or training in engineering, technology, management, commerce, hotel management and allied subjects for admission to the examination for diplomas, certificates and other academic distinctions of the SBTE.
- f. *Polytechnic College or institution*: means a college or institution providing any course of study or training in engineering / technology / management / commerce leading to diplomas of SBTE after 3 years of study at Post metric level and functions in with rules, guidelines and procedures of and approval of the AICTE and regulations contained hereto.
- g. *Private institution*: means an institution maintained by an education agency other than Government and affiliated to SBTE.
- h. *Aided College or Institution*: means a private college or institution entitled to receive funds from Government for payment of salary and allowance to its staff.
- i. *Government college or Institution*: means an institution which receives funds from the Government and affiliated to SBTE.
- j. *Unaided institution*: means a private institution not entitled to any funds from the Government.
- k. *Principal*: means the academic head of an affiliated institution.
- l. *Director*: means the Director of Technical Education.
- m. *Government*: means the Government of Kerala.
- n. *State*: means the state of Kerala.
- o. *Government Controlled Self Financing College*: means an unaided institution established by Government agencies.
- p. *Teachers*: means Head of Departments, Lecturers, Instructors etc., entrusted at the respective affiliated institution to handle the academic work.
- q. *Academic programme*: means any course of study offered by an affiliated institution for diplomas / certificates and other academic distinctions of SBTE.
- r. *Student*: means a person duly admitted and continuing in an institution affiliated to the SBTE for undergoing a course leading to Diploma, Post Diploma, Post Graduate Diploma or other academic distinctions instituted by SBTE.
- s. *Society*: means a society registered under societies registration act, 1860.

- t. *Company*: means a company established / registered under the companies act, 2013
- u. *Trust*: means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.

3. POWERS TO GRANT OR WITHDRAW AFFILIATION

- a. Grant of Affiliation to Colleges:
The SBTE shall have the power to affiliate any academic programme in any institution within the SBTE area, for admission to the examinations for diplomas and other academic distinctions of the SBTE.
- b. Suspension or Withdrawal of Affiliation:
The SBTE shall have the power at any time after adopting the set procedures, to suspend or withdraw the affiliation granted to an academic programme.

4. PRE REQUISITE FOR APPLYING FOR AFFILIATION.

- 4.1 AICTE approval is only a pre condition for affiliation.
- 4.2 All institutions intending for affiliation / extension of affiliation with SBTE shall satisfy the requirements as contained in the rules and regulations.
- 4.3 Where the approved curriculum and syllabi of any Diploma level programme has not been published by SBTE, such Diploma level programmes shall not be considered for affiliation.
- 4.4 Affiliation under this part is for a Diploma level programme starting from one Academic year and lasting till the completion of the duration of that batch as fixed by the AICTE/SBTE from time to time.
- 4.5 The Trust / Society / Section 8 Company managing the institution should be running existing educational institutions, with programmes accredited by the National regulatory authorities.

5. CONDITIONS TO BE SATISFIED BY INSTITUTIONS SEEKING AFFILIATION.

- 5.1 Management:
The institutions shall be established by Government / Section 8 Company / Society / Trust.
- 5.2 Constitution of the Governing Council:
Institutions shall be managed by a duly constituted Governing council.
- 5.3 Financial Stability:
The institutions shall have adequate financial resources to meet effectively the annual maintenance and development expenditure of the institution.
- 5.4 Utilization of Funds and Audit:
The amounts under any head collected by the institutions from the students shall be expended solely for the betterment and growth of the institution and to provide facilities for the benefits of the students and staff of the institution.

Private institutions shall submit its statement of accounts duly audited by a Chartered Accountant to SBTE every year and submit financial details in the format prescribed by SBTE.
- 5.5 Land and building Requirements:
The institutions shall have adequate land and building facilities as prescribed in rules and regulations of SBTE.
- 5.6 Laboratories/Workshops and Equipments:

- The institutions shall have required laboratories/ Workshops and equipments to carryout experiments / studies meeting the requirements of curriculum and syllabi for the respective academic programmes.
- 5.7 Other Amenities:
The institutions shall have other amenities like Computer Centre, Internet Connectivity with Sufficient bandwidth, Library, Hostels(Optional) as contained in the rules and regulations of SBTE.
- 5.8 Staff:
The institutions shall have sufficient number of teaching and non teaching staff appointed on a full time basis, with qualification and experience as prescribed in the rules and regulations of SBTE.
- Faculty shall be periodically appraised of their performance and shall be provided with faculty improvement/development programmes as prescribed in the rules and regulations of SBTE. The institutions shall evolve necessary establishment rules for service conditions of staff (Teaching and Non Teaching) and rules for conduct and procedure for disciplinary proceedings. Such rules shall be published and made available to the staff of the institution. Institutions shall evolve a mechanism for grievance redressal of all the staff of the institution. Institutions shall ensure salary at rates prescribed by AICTE.
- 5.9 Discipline:
The institution shall have a duly constituted Anti ragging committee and Women's Committee as prescribed in the rules and regulations of SBTE to maintain harmony and discipline in the institution campus including the hostel premises and to redress all grievances of students.
- 5.10 Maintenance of Registers and Records:
The institution shall maintain registers and records pertaining to its academic, administrative and financial functions, as prescribed in the rules and regulations of SBTE and the same may be made available to the SBTE, as and when required.
- 5.11 Returns from the College:
The institution shall furnish such returns and other information as the SBTE may require for monitoring the academic functions of the institution.
- 5.12 Conduct of Board Examinations:
The institution shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the SBTE.
- 5.13 Conduct of Academic Programmes other than those Affiliated to SBTE:
Academic programmes leading to the award of degrees, diplomas, certificates and other academic distinctions by other Boards / Universities / Institutions/ Organisations shall not be conducted by the affiliated institutions.
- 5.14 Nomenclature:
The institutions shall NOT have a name in such a way that the abbreviated form of the name of the Institution is that of an institute of national importance such as **IIM/ IIT/ IISc /NIFT/ NIT/ IISER/IIT/ IEST/ AICTE/ UGC/ MHRD/ GoI/ GoK** . The Applicant shall also NOT use the word(s) Government, India, Indian, Bharath, Kerala, National, All India, All India Council, Commission anywhere in the name of the Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Institution is established by Government or its name is approved by the Government.

6. PROCEDURE FOR GRANT / WITHDRAWAL OF AFFILIATION TO A PROGRAMME.

6.1 Categories of Affiliation:

6.1.1 Provisional Affiliation

Whenever, an academic programme of a college is affiliated to SBTE for the first time, only provisional affiliation shall be granted for a period of one academic year. This process of granting provisional affiliation will be repeated every year for a minimum number of years prescribed for the completion of the academic programme subject to the college satisfying all the requirements for affiliation and thereafter, provisional affiliation may be granted at a stretch for a period of three academic years.

1.1.2 Permanent Affiliation

Only NBA accredited programs are eligible for permanent affiliation subject to the following conditions.

A provisionally affiliated academic programme of an institution shall be considered for permanent affiliation, only after three consecutive batches of students have completed their academic programme from the institution. This consideration is subject to the satisfactory compliance of all the conditions prescribed by SBTE for the said programme during the periods of provisional affiliation. The institution shall seek permanent affiliation for its provisionally affiliated programme(s) within a period of three years from the date of eligibility after satisfying all their requirements for permanent affiliation. The date of eligibility for a provisionally affiliated academic programme to apply for permanent affiliation is either the date on which three consecutive batches of students have completed their academic programme(s) from the college or the date on which this Statutes comes into force, whichever is later.

If an institution fails to seek and qualify for permanent affiliation for the programme(s) within the said period, the provisional affiliation shall not be extended.

An institution is said to be affiliated to SBTE if it offers provisional / permanent affiliated academics programmes.

An institution is said to be permanently affiliated to SBTE, if the institution has obtained permanent affiliation at least for three academic programmes.

6.2 Filing Application to SBTE.

Any institution applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme shall apply to SBTE in the prescribed format within the time limit, as prescribed. The institutions provisionally affiliated for an academic programme shall continue to apply in the prescribed format, every year for the minimum number of years prescribed for the completion of the programme to secure continuation of provisional affiliation.

- 6.3 Application Fee and inspection Fee
The institutions submitting the application for affiliation shall have to remit the prescribed Application fee, Inspection fee meant for processing and inspection of the institution, as prescribed.
- 6.4 Scrutiny Committee
On receipt of the application from the institution for affiliation, for each of the academic programme(s) satisfying the pre-requisite for applying for affiliation, a Scrutiny Committee shall be constituted. The committee shall inspect and submit a report to SBTE in the format as prescribed.
- 6.5 Standing Affiliation Committee
The Standing Affiliation Committee constituted as per the statutes shall scrutinize the application for affiliation and review the reports of the scrutiny Committees and make appropriate recommendations on affiliation of academic programme(s).
- 6.6 Grant of Affiliation.
The decision on grant of affiliation to an academic programme shall be made by the Member Secretary on behalf of SBTE, taking into consideration the recommendations of the Standing Affiliation Committee.
- 6.7 Affiliation Fee.
Affiliation (Provisional / Permanent) shall be granted to any academic programme which is recommended for affiliation only on the remittance of the affiliation fee by the institution as prescribed.
- 6.8 Format of Application for Affiliation:
The application format and the documents required for applying for affiliation of an academic programme / variation in intake in an already affiliated programme will be published by SBTE. The last date for the receipt of the completed application will be as announced by SBTE.
- 6.9 Procedure for Suspension of Affiliation of an Academic Programme.
The Board may suspend the affiliation of any academic programme (provisional / permanent) in an institution, provided the Board is satisfied that there are prima-facie evidences after preliminary investigations by an authorized enquiry committee to verify the authenticity of the complaints received and / or noncompliance of statutory provisions pending final decisions regarding withdrawal of affiliation. During the period of suspension of any such academic programme the college shall not admit fresh students to the said programme.
- 6.10 Procedure for Withdrawal of Affiliation of an Academic Programme.
The Board may withdraw the affiliation (provisional / permanent) of an academic programme(s) of an institution, for such period that it may deem fit, provided there are proven evidences for gross violation of statutory requirements of affiliation norms and / or the college has conducted itself in a manner which is prejudicial to the interest of the technical education as revealed after detailed inquiry conducted by a duly appointed committee by the Board. The students on rolls are liable to be transferred to other affiliated institutions. No fresh students shall be admitted to that particular academic programme (s) by the institute.

Note

Where ever specific norms and standards are not prescribed by SBTE on the infrastructure, academic requirements and qualifications of staff, the norms and standards prescribed by AICTE shall prevail.

STATE BOARD OF TECHNICAL EDUCATION, KERALA
Form of Application for affiliation of Diploma level Programmes

PART I

This part deals with the details of the technical institution seeking affiliation.

1. Name of the Technical Institution :

2. Address of the Technical Institution shown in the application for approval submitted before the AICTE :

3. If there is change of address as approved by the AICTE state the reasons and whether sanction has been accorded by the AICTE for change of address :

4. Contact Details of the institution
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. E-mail :
 - v. Website details :

PART II

This part deals with the details of the body which established the technical institution seeking affiliation.

1. Name of the Trust/Society/Section 8 Company which established the Technical Institution :
2. Details of the Trust / Society/Section 8 Company :
 - i. Address of the registered office :
 - ii. Registration number :
 - iii. Date of registration :
 - iv. Other relevant details :
 - v. Name of the Authorised person representing the Trust / Society/ Section 8 Company :
 - vi. Contact Details of the Authorised officer :
 - a. Land phone numbers :
 - b. Mobile numbers :
 - c. Fax numbers :
 - d. E-mail :
 - e. Website details :

3. Details of educational institutions currently being run by the Trust / Society / Section 8 Company.

S. No	Name & Address of the institution	Programmes offered	No of students	Accreditation with national regulatory authority (Specify)

PART III

This part deals with the details of the academic head of the technical institution seeking affiliation

1. Designation of the Head of the Technical Institution
in charge of the day to day academic administration :
2. Name of the Head of the Technical Institution :
3. Age and Date of Birth :
4. Qualification :
5. Details of appointment, whether Regular /
Contract / Provisional :
6. Contact Details :
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. E-mail :

PART IV

This part deals with the details of the administrative/managerial head of the technical institution seeking affiliation

1. Designation of the Head of the Technical Institution
in charge of the management of the
Technical Institution :
2. Name of the Head of the Technical Institution
in charge of the management of the
Technical Institution :
3. Details of appointment (Nature & Date of Appointment):
4. Contact Details :
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. E-mail :

PART V

This part refers to the financial worth of the Technical Institution .

1. Savings Bank / Current Accounts:

Sl. No	Savings Bank/Current account	Bank Name	Branch	Account Number	Balance amount at the end of the financial year		
					2015-16	2016-17	2017-18

2. Term deposits:

Sl. No.	Bank/Govt./Govt. approved	Branch	Amount (Rs.)	Date of maturity

3. Immovable property

a. Land

Sl. No.	Survey number	Village, Taluk, District	Nature of land (Wet /Garden / Purambokku)	Extent (sq.m)	Fair value fixed by Government (Rs.)	Details of the encumbrance

b. Buildings

Sl. No.	Survey number	Village, Taluk, District	Extent (sq.m)	Built up area (sq.m.)	Fair value fixed by Government (Rs.)	Approval details	Details of the encumbrance

c. Other investments and its value

Sl.No	Nature of Investment	Value

d. Other property

Sl. No.	Survey number	Village, Taluk, District	Extent (sq.m)	Fair value fixed by Government (Rs.)	Remarks

e. Endowment

Sl. No.	Created with	Amount (Rs.)	Deposited in the bank (name)	Branch	Instrument No. and date	Date of expiry
	AICTE					
	SBTE					
	State Government					

Consolidated Financial Statement

- a. Total financial Assets and its value :
- b. Financial Assets and its value set apart exclusively for the technical institution :
- c. Financial assets and its value set apart for the annual maintenance of the technical institution :
- d. Financial assets and its value set apart for the future development of the technical institution namely new buildings, laboratories, workshops, other amenities, purchase of equipments etc. :
- e. Annual income and expenditure of the technical institution, both recurring and non recurring. :

PART VI

This part refers to the details of Immovable property set apart for the exclusive purpose and use of the Technical institution.

a. Land

Sl. No.	Survey number	Village, Taluk, District	Nature of land(Wet / Garden / Purambokku)	Extent (sq.m)	Fair value fixed by Government (Rs.)	Details of the encumbrance

b. Buildings

Sl. No.	Survey number	Village, Taluk, District	Extent (sq.m)	Built up area (sq.m.)	Fair value fixed by Government (Rs.)	Approval details	Details of the encumbrance

c. Whether the institution operates in a single continuous campus :

If not give details :

PART VII

This part refers to the details of Diploma level programmes proposed be affiliated.

1. Provisional affiliation of new Diploma level programmes

Sl. No.	Name of the programme	Intake applied for	Details of AICTE approval	
			Intake approved	Academic year of approval

2. Provisional affiliation (continuation)/ increase /decrease in intake of existing Diploma level programmes

Sl. No.	Name of the programme	Intake applied for	Details of last AICTE approval (20.... to 20.....)		Details of current AICTE approval (20.... to 20.....)	
			Intake approved	Academic year of approval	Intake approved	Academic year of approval

3. Suspension/closure of existing Diploma level programmes

Sl. No.	Name of the programme requested to suspension/closure	Period of suspension sought	Details of last AICTE approval (20.... to 20.....)		Details of AICTE permission for the period of suspension (20.... to 20.....)/ closure	

4. State whether other courses are conducted /
proposed to be conducted by the institution :

If yes give details stating type of the course, title,
affiliating agency etc. :

Note:

- 1. Approval granted by the AICTE is only a pre condition for affiliation.*
- 2. Where the approved curriculum and syllabi of any Diploma level programme has not been published by SBTE, such Diploma level programmes shall not be considered for affiliation.*
- 3. Affiliation under this part is for a Diploma level programme starting from one Academic year and lasting till the completion of the duration of that batch as fixed by the AICTE/SBTE from time to time.*
- 4. The Trust / Society / Section 8 Company managing the institution should be running existing educational institutions, with programmes accredited by the National regulatory authorities.*

PART VIII

This part refers to the details of students undergoing affiliated Diploma level programmes

a. Details of students on rolls

Sl. No	Name of the programme	Approved intake (Previous three years)	Total No of Students for each year of the duration of the programme			
			Boys	Girls	Transgender	Total

b. Category wise students (number) on rolls

Sl. No	Name of the programme	Approved intake (Previous three years)	Categorywise				Total
			SC	ST	OBC/SEBC	Others	

ii. Nature of Laboratory

Sl.No	Type of the laboratory	No. of Rooms	Area available
1	Laboratory for first year		
2	Laboratory other than first year		
3	Workshop		
4	Additional workshops		

6. List of Major equipments available in Laboratories as per curriculum and syllabi of each diploma level programme (separate table for each programme)

S. No	Programme	Name of Laboratory	List of equipments

7. Computing Facilities

i. Central Computing Facility and language lab

Name of facility	Area available	No. of Computers available
Central computing		
Language lab		

ii. Total availability of computing infrastructure

Number of PCs/Laptop available to students	*Legal System software available	Legal Application software available	Number of printers available

*General Public licence will be treated as legal software.

Network connectivity Bandwidth :
 Number of nodes with Internet connection :

8. Library Facilities

i. Books

Number of titles	Number of volumes	Area Available	Reading room seating	Multimedia PCs available

ii. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

9. Instructional Rooms available

Sl.No	No. of Class rooms available	No.of Tutorial rooms available	No. of Smart class rooms available

10. Drawing Halls

No. of Drawing halls available	Area

7. Administrative area

Sl.No	Building space for	Area
1	Principal's cabin	
2	Principal's office	
3	Faculty rooms	
4	Board room	
5	Strong room	
6	Central store	
7	Maintanance room	
8	Examination control office	
9	Security cabin	
10	Placement office	
11	House keeping	
12	Pantry	
13	Others if any (state)	

8. Amenities

Sl.No	Building space for	Area available	No. of Rooms
1	Toilets (Ladies and Gents)		
2	Boys common room		
3	Girls common room		
4	Cafeteria		
5	Stationery store and Reprographic centre		
6	First aid cum sick room		
7	Boys Hostel		
8	Girls Hostel		
9	Seminar Hall		
10	Sports room		
11	Students Union Room		
12	Cultural Activities Centre		
13	Such other rooms to facilitate functioning of statutory bodies (List)		

PART XI

This part refers to the registers and records to be maintained

Registers and Records

Sl.No	Name of Register / Record	Is it maintained? (Y/N)
1	Department wise faculty profile	
2	Record of students (programme wise)	
3	Department wise Non-Teaching Staff Profile	
4	Academic performance record of students (programme wise)	
5	Copy of Regulations, curriculum and syllabi (programme wise)	
6	Record of Research / Consultancy / Extension activities (department wise)	
7	Record of student projects, Department wise.	
8	Record of Achievements, Award and Recognition (department wise)	
9	Master time table and Academic calendar	
10	Stock register for equipments	
11	Stock register for consumables	
12	Stock register for furniture	
13	Stock register for tools and plants	
14	Accession register for library	
15	Register of admissions and dropouts / withdrawals	
16	Register of attendance and assessment record (programme wise)	
17	Attendance for teaching and non-teaching staff	
18	Year-wise audited statement of accounts of the college and also in the format specified by the Board	
19	Record of scholarships / fellowships / financial assistance for students	
20	Cash book of the college	
21	Acquittance register	
22	Fee receipt books (including counterfoils)	
23	Minutes of the meeting of Staff Selection Committee	
24	Appointment / offer letters issued to faculty members	
25	Joining report of staff members	
26	Funds position / bank certificates / FDR copies to indicate financial stability	
27	Minutes of the meetings of the Managing Body of the college	
28	Book of Transfer certificate (including counterfoils)	
29	Minutes of the meetings of the Registered Society / Trust of the college	

PART XII

This part refers to certificates and other records to be produced at the time of inspection by the inspection committee

Application for affiliation has to be submitted to the SBTE both in electronic form and as hard copy with in the stipulated time. A hard copy of the original application and enclosures submitted to the AICTE for approval to be enclosed with the hard copy of the application for affiliation. Attested true copies of certificates and other records mentioned below are also to be enclosed along with the hard copy of the application for affiliation submitted online to SBTE. The originals of the enclosures submitted to the AICTE and following documents are to be produced for verification at the time of inspection to the inspection committee.

Sl.No	Certificate
1	Village field map / Field measurement book sketch
2	Institution site map / plan
3	Existing building plan.
4	Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors]
5	Building plan proposed.
6	Irrevocable Trust/company/Society Registration Deed.
7	Documentary proof for ownership of lands exclusively earmarked for the College with clear title
8	Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent.
9	Land use Certificate and Land conversion certificate from the appropriate authority.
10	Non encumbrance certificate for the land for the last 15 years.
11	AICTE approval for the programme(s) (copy to be enclosed).
12	Audited statement of accounts of the college for the past three years
13	Certificates for fire/boiler/electrical safety from competent authorities.
14	Certificate from Health Inspector and Food safety authority.
15	Certificate of structural stability of buildings issued by the PWD or such other persons notified by SBTE.
16	Building and equipment insurance certificate.
17	Certificate from Pollution Control Board regarding sewage disposal including disposal of ewaste

PART XIII

The application fees, inspection fees, affiliation fees and such other fees payable in respect of diploma level programmes shall be such as may be fixed by the SBTE from time to time. The application fees, inspection fees and affiliation fees payable for the time being shall be as follows,

The Application Fee Shall be Rs. 5,000/- (Rs. Five Thousand only), per institution (Non Refundable), The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram to be submitted along with the hard copy of the application.

The inspection fee shall be Rs 30,000/- (Rs. Thirty Thousand Only) for each diploma level programme(New Programmes, Extension of affiliation of existing programmes, increase in intake of existing programmes will be treated as each diploma level programme for the purpose of inspection fee). Inspection fee shall not be refunded and remitted along with the application. The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram to be submitted along with the hard copy of the application.

The affiliation fee shall be minimum of Rs. 7,00,000 (Rs. Seven Lakhs only) per institution for a minimum of three (3) Diploma Level programme and Rs. 2,00,000 (Rs Two Lakhs only) for each additional diploma level programme(New Programmes, Extension of affiliation of existing programmes, increase in intake of existing programmes will be treated as each diploma level programme for the purpose of affiliation fee). Affiliation fee shall be remitted with in such period notified by SBTE, by the applicant. Affiliation fee shall not be refunded. The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram.

Details of fee remitted: (The D.D. has to be enclosed with the application)

Sl. No	Nature of Fee	Fee per programme	No of Programme(s)	Total Amount
1	Application Fee			
2	Inspection fee for each new diploma level programme			
3	Inspection fee for extension of affiliation of existing programmes			
4	Inspection fee for increase in intake of existing programmes			

Grand Total			
DD Details			
Name of Bank & Branch			
DD Number			
Date			
Amount			

Note:

Government / Government Aided and Government Controlled Self financing institutions are exempted from the payment of Application / Inspection and Afiliation fee.

PART XIV

This part refers to the declarations to be furnished along with the application

1. Declaration of Principal

I, Shri/Smt _____ son/daughter of Shri/Smt _____ do hereby declare that the particulars furnished in the application are true and factually correct.

NAME & SIGNATURE
(with seal)

Place:

Date:

2. Declaration by the Management

I, Shri/Smt _____ son/daughter of Shri/Smt _____ on behalf of the trust/society/compant, viz., _____ hereby declare that the particulars furnished in the application are correct to the best of my knowledge. No programme(s) will be started without the prior approval of the AICTE and the grant of affiliation by SBTE for the academic year concerned and all the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

Name of the Authorised person
representing the Trust / Society/
Section 8 Company

Place

Date:



GOVERNMENT OF KERALA

Abstract

Higher Education - Technical - Annual Plan 2018-19 - Construction of Students' Utility Centre at Government Womens' Polytechnic College Thrissur - Administrative Sanction Accorded - Orders Issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O.(Rt)No 1205/2018/H.Edn.

Dated, Thiruvananthapuram, 21/06/2018.

Read: Minutes of the Working Group Meeting held on 31.05.2018.

ORDER

As per the decisions in the minutes of the Working Group meeting read above, Government are pleased to accord Administrative Sanction for an amount of Rs 2,28,00,000/- (Rupees Two crore twenty eight lakhs only) from the Head of Account 4202-02-104-99 allotted for the financial year 2018-19 to the Director of Technical Education for the construction of Students' Utility Centre at Government Womens' Polytechnic College, Thrissur

The above sanction is accorded subject to the fulfillment of following conditions:-

1. A detailed Master plan should be prepared before starting construction.
2. The release of funds will be need based, when actual expenditure falls due.
3. Adhoc/Advance release of funds before expenditure becoming due will not be allowed.
4. The total expenditure will be limited to the Current Year's (2018-19) Budget provision.
5. Store Purchase Rules should be strictly followed .
6. Time of completion should be specified in the contract/MoU/Agreement.
7. If accredited agency is executing the works, time of completion along with "penalty clause" should be included in the MoU/Agreement.

(By Order of the Governor)
SREEDEVI.E.S
UNDER SECRETARY

The Director of Technical Education, Thiruvananthapuram.

The Principal, Government Womens'Polytechnic College, Thrissur

The Accountant General (A&E), Thiruvananthapuram.

The Principal Accountant General (Audit), Thiruvananthapuram.

Finance Department

Planning & Economic Affairs Department

Information Officer (Web & New Media) I& PRD

Nodal Officer, www.highereducation.kerala.gov.in

Stock File/Office Copy

Forwarded /By order

Manny M
Section Officer

No. C5/28613/97

Director of Technical Education,
Thiruvananthapuram,

Dated: 14-11-97

From

The Deputy Director (General)

To

The Principal,
.....

Sir,

Sub:- Education-Technical-Polytechnic Students Union Election-Byelaw forwarding of - Reg

Ref:-

I am forwarding herewith a copy of the Byelaw of the Election of the Kerala State Polytechnic Students Union for your information and necessary actions.

Yours faithfully,

Returning Officer
(Deputy Director General)

GOVERNMENT OF KERALA

ABSTRACT

Kerala State Polytechnics Students Union- Constitution - Election Approval - Orders issued-

HIGHER EDUCATION (G) DEPARTMENT

G.O.(RT) No. 1432/81/H.Edn.

Dated, Thiruvananthapuram, 20-7-1981

Read:- From the Director of Technical Education letter No. C2/26204/81/ dt. 12-6-1981

ORDER

Government are pleased to approve the constitution of the Kerala State Polytechnic Students Union and Rules for Election of Office bearers thereof as appended to this order.

By Order of the Governor,

U. Peermohammed Rawther, Under Secretary

To

1. The Director of Technical Education
2. The Secretary, Kerala State Polytechnic Students Union
3. The Stock File

Forwarded/ By Order

Sd/-

Section Officer

CONSTITUTION OF "KERLA STATEE POLYTECHNICS STUDENTS' UNION"

ARTICLE - I

Name: The union shall be called, "Kerala State Polytechnics Students Union".

ARTICLE- II

Objects:-

1. The objects of the Union shall be to promote and co-ordinate social and cultural life of students of the Polytechnics in Kerala and to train them in the duties and rights of citizenship
2. In Order to achieve this the Union may Endeavour
 - a. To promote opportunities for the development of Character, discipline, outlook and the spirit of service among its members.
 - b. To organize centers like students written club, study circles, training camps, technical seminars etc.
 - c. To impart training In leadership and in the conduct of public work.
 - d. To organize art festivals to promote and develop artistic talent of students.
 - e. To organize work program and sycards to operate tin urban and rural areas to encourage students and teachers to co-ordinate with other concerned establishments.
 - f. To organize program encouraging students in various constructive activities in the context of national development.

ARTICLE - III

Membership:- All the Polytechnics including Institute of Printing technology shall be the members of this union. One Councilor from each polytechnic will be elected to this Union . One Councilor from each polytechnic will be to this Union in each year along with the Polytechnic Union election. The Councilor shall be a regular student of this Polytechnic. This Union shall elect the executive committee, of the council from among the councilors, or the Executive Committee shall

.....
.....
.....

ARTICLE- IV

Office bearers

A. Patron

The Director of Technical Education shall be the Ex-office patron of the Council.

B. Executive Committee

- a. Chairman
- b. Two-vice Chairman
- c. General Secretary
- d. Joint Secretary
- e. Staff adviser
- f. Honorary Treasurer

C. Election

1. The Chairman shall be elected by the Polytechnic Councilors from among them
2. Two Vice Chairman shall be elected from any by the Councilors of the Union. should be a lady.
3. General Secretary shall be elected by the Councilor
4. Joint Secretary shall be elected by the Councilors from among them
5. Staff advisor One of the Principals/ Staff members of the Polytechnics shall be the Director of Technical Education as staff advisor of the Union
6. Honorary Treasure :- One of the Principals of the Polytechnics will be nominated Director of Technical Education with treasurer of the Union.

D. Duties of the Office bearers

1. Chairman

- a. The Chairman shall preside over all the meeting of the executive committee and the General body meetings of the Union.
- b. The Chairman shall have business of the council according to the availability of funds
- c. The Chairman shall have the right to give rulings on all matters which will discuss in the meetings

2. Vice Chairman

One of the Vice-Chairman will perform the duties of the Chairman in his absence areas as per his request

3. General Secretary

- a) He will be the custodian of all the records pertaining to the Union and its activities
- b) He will prepare the minutes of each meeting and should be presented at the next meeting for approval
- c) To convene all the meetings and also make necessary arrangements for the meeting in consultation with the Chairman and Staff Advisor

- d) To sign on behalf of the Kerala State Polytechnic Students Union.
- e) To prepare and present annual reports
- f) To prepare the agenda for the Executive and General body meetings of the Union in consultation with the Chairman and Staff Adviser
- g) To sign all the vouchers for the payment for the expenditure which are previously approved by the executive committee and present it to the Honorary Treasurer for payment.
- h) Take measures to carry out the decisions taken by the Executive committee and the general body.

4.Joint Secretary

He shall perform the duties of the general secretary in his absence or as per his request

- 5.(a) The Hon. Treasurer. The Hon. Treasurer shall be in-charge of the funds of the Union. But the expenditure shall be incurred only as per the decision of the executive committee and according to the availability of funds.
- b) **Staff Advisor-** He shall advise the Union and the student office bearers in matters pertaining to the activities of the Union.
- c) **FUNDS-** There shall be fund for the Union. It shall be named as "Kerala State Polytechnics Students Union Fund. An amount of Rs. 2/- per student shall be collected as Special fee during the beginning of the year and may be credited in the "Kerala State Polytechnic Students Union Fund'.

8) The patron or his representative and Hon. Treasurer may attend any of the meetings of the students council or bodies constitution there under this constitution with regard to its provision, content, interpretations on the processure laid down between ay members of the committee should be determined by the Executive committee. The provision, content, interpretations on the processure laid down between any members of the Committee should be determined by the Executive Committee. The Committee should be determined by the Executive Committee. The Executive Committee shall be final in all such cases but an appeal can be filled to the parton

8) The general Body of the K.S.P. S.U can amend this but for such meetings 14 days notice should constitution. Majority be given and can be amended only with 2/5majority

POLYTECHNIC STUDENTS UNION

- 1) Each member institutions shall have a Polytechnic "Students Union" duly constituted as prescribed hereunder the achieve the general objectives of the Kerala State Polytechnic Students Union.
- 2) **Membership:** All the students of the Polytechnic shall be members of the Union. They shall have the right to vote and contest in all the Elections to the Polytechnic Union
- 3) **Terms:-** The tenure of office of the Polytechnic Union shall be one academic year
- 4) **Funds:-** The Institution shall have a Union Fund collected among with tuition fees from the students of the Institution.
- 5) **Polytechnic Associations:-**
 - a) The Polytechnic may have one or more subordinated to the Polytechnic students Union according to the different engineering branches
 - b) The Polytechnic Union may also organize various etc. forums or clubs, like social service league, Planning Forum etc.
- 6) **Executive Committee**

The Polytechnic Union shall have an executive committee consisting of:

- a) The Chairman
- b) 2 Vice Vice Chairman
- c) The General Secretary
- d) The Councilor to the State Polytechnic Students Union.
- e) Magazine Editor
- f) Arts Club Secretary
- g) General Captain
- h) One member representing the e student of each branch of each clans (1st, 2nd 3rd Diploma Course be elected by the students of the respective classes from among themselves.
- i) The Hon. Trasurer and staff Advisor (ex-officio)

7) **The Chairman**

The Chairman shall be elected by and from among the students of the institution, the Chairman shall preside over all meetings and other functions of the union and regulate and control the meetings. In the absence of the Chairman the Vice Chairman shall preside at the meeting.

If both the Chairman and Vice-Chairman are about the members present shall elect one from among themselves as the Chairman for other meeting

8) **Two Vice-Chairman**

There shall be two Vice-Chairman elected by and among the students of the Institution. In mixed Institutions, One Vice-Chairman shall be a lady student (In Women's Polytechnic only one Vice-Chairman will be elected)

The Vice-Chairman shall perform the duties of the Chairman in his/her absence or as per the requests of the Chairman.

9) **General Secretary**

The General Secretary shall be directly elected by and from among the students of the

Institutions. He shall issue notice for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all Union Activities. The General Secretary shall generally be in charge of the conduct of all Union Activities. The General Secretary shall take steps to carry out the decision of the Executive Committee and shall be custodian of all records relating to the Union.

10) Councilor to the Kerala State Polytechnics Students Union

The Councilor to the Kerala State Polytechnic Students Union shall be elected directly by and from among the students of the Institution

The Councilor elected by the students will represent the students of the Polytechnic in the Kerala State Polytechnic Students Union.

11) **Magazine Editor**— The Editor of the Polytechnic Magazine shall be elected directly by and from among the students of the Polytechnic. No Student of the Final Year Class shall be eligible for election as the Editor of the Polytechnic magazine. The Editor shall be responsible for the publication of the Polytechnic Magazines. There shall be an editorial board to help the Editor in the discharge of his duties. The Editorial Board shall consist of:

- a. The Principal
- b. The Editor (Convener)
- c. The Chairman of the Polytechnic Union.
- d. The General Secretary of the Polytechnic Union.
- e. Three student members to be nominated by the Executive committee, of Polytechnic Union and
- f. Two staff members to be nominated by the Principal

12.Arts Club Secretary

The Arts club Secretary shall be elected directly by and from among the students of the Institution. It shall be his duty to organize activities for prompting the artistic talents of the students of the Institution

13. General Captain:

The General Captain shall be nominated by the Executive Committee from among the students of the Institution. He shall organize activities in the field of sports and games with the help of the General Athletic Committee constituted by the Principal.

14. Secretaries of Association

Each association shall have a Secretary elected by the members of the Association from among themselves, who shall organize its activities. The Head of the Department concerned shall be the President of the Association.

15. The Hon. Treasurer:

The Principal of the Institution shall be the patron and Hon. Treasurer of the Polytechnic Union. He can depute a staff member to perform his duties in his absence or if he so desired. The Hon. Treasurer shall be an ex-officio members of the Polytechnic Union Executive Committee without voting power.

16. It shall be competent for the Principal to nominate a senior member of the teaching staff of the Institution as the staff adviser of the Polytechnic Union. The staff Advisor shall be an ex-officio member of the Executive Committee without voting power..

17. Accounts:

The funds of the Polytechnic Union shall be held by the Hon. Treasurer. Expenses of the Union activities shall be met from this fund with the prior sanction of the executive committee, except on occasion of emergency; The Hon. Treasurer shall cause to keep regular accounts of the incomes and expenditure of the Union.

18. Meeting:

a) The Executive Committee shall meet at least one in two months. For all ordinary meetings, there shall be a notice of three clear working days, urgent meetings can be convened if required. The quorum of all meetings shall be not less than one half of the total members of the committee.

b) In all matters concerned with the College Union the final decision rest with the Executive Committee but an appeal shall write to the patron when there is a dispute

19. Elections:

- a) On a date fixed by Director of Technical Education not later 15 days after the completion of admission to the students in all class.
- b) The elections to the Polytechnic Union shall be conducted in accordance with the provisions framed by the General Body of the Kerala State Polytechnic students Union with the approval of the patron.
- c) If any of the elected office bearers of the Polytechnic Union other than the councilor to the K.S.P.S.U., resigns, or leave the institution by any means a member of the Executive shall be nominated by the Principal on the recommendation of the Executive committee the patron can take a final decision to nominate the member.
- d) The Executive Committee shall be nomination by the simple majority at its meetings and the Chairman shall have a casting vote in case of a except in the case noted in the clause 19(c) above.

19. Functioning:

(a) The Polytechnic Union Executive Committee shall formulate the general policy and also guide the activities of the Union: It shall prepare at the beginning of each academic year an annual financial estimate for all activities of the Union and sub ordinate Associations or Clubs.

RULES FOR THE CONDUCT OF ELECTIONS TO THE POLYTECHNIC UNIONS

(Framed under Art. V. Clause 20 (b) of the Constitution of Kerala State Polytechnic Students Union.)

1) Exempt as otherwise exempted by the Directorate, the conduct of all elections in the Polytechnics under the Directorate of Technical Education shall be held in one day Provided hereunder.

2) The Returning Officer: The Principal of the Institution of a senior member of the staff appointed by the Principal shall be the Returning Officer for all union elections held in the Polytechnic. He may appoint the required number of staff to assist him in the conduct of election.

3)Electrol Rolls: The Returning Officer shall maintain electoral rolls to elect candidates at any Elections showing the names of students qualified to vote thereat, serially numbered with details of their class and branch etc. This will be published for the information of the students. Copies will be available to the candidates.

4)Eligibility to take part in Elections:

i)The names of all the students who are on the admission register of the Polytechnic on the date of publication of the election notification shall including in the electoral rolls shall be entitled to parties, in the elections.

Provided however that no student whose names is subsequently removed from the admission register and thereby cases to be student before the date of election, shall be struck off from the electoral rolls.

ii)The Returning Officer shall make any correction, alternation or deletion in the roll provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alternation or deletion is justified. The Returning officer may also include the name of any student inadvertently omitted from the original rolls.

5)Notification of Election: The Returning Officer shall under the direction from the Director notify the election to the students, simultaneously causing it to be displayed in the college Notice boards. The Notification shall contain the program of the election giving the following details

i)Date of publication - 10 clear working days before election

ii)Date of publication of the Electoral Rolls - within 24 hours from the date of Publication

iii)Last date and hour for nomination - within 3 clear working days from the date of receipt of the nomination from the date of notification

iv)Scrutiny of nomination and publication of the list of valid nominated candidates - 3 pm on the same day fixed for receipt of for the receipt of nomination

v. Last date and hour fixed - 3 pm on the succeeding days withdrawal of nomination and publication of the final list of candidates.

vi) Date and hour fixed for the Poll- 10 am to 1 pm to clear working times from the date of publication of the notification of the election

vii) Date and hour for scrutiny and - To start at 2p on the day fixed Counting of votes for the poll itself

6) **Nomination of Candidates:** Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (Specimen for appendix) and shall be made by an elector in writing and shall be seconded by the consent of the nominee agreeing to serve on the body, if elected. The nomination papers in sealed covers must be caused to be deposited in a box kept by the Returning Officer in his office, within the date and hour fixed for the purpose.

7) **Scrutiny of nominations:**

i) All nomination papers deposited in the box provided for the purpose shall be scrutinized by the Returning Officer at the hour on the date prescribed. The candidate or his authorized agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

ii) The Returning Officer shall examine the nomination Papers and shall decide all objections made to any nomination paper. No nomination paper shall be rejected on technical grounds.

8) **List of candidates validly nominated:** A list of candidates with their names, class, subjects, etc. whose nominations have been declared valid shall be published by affixing the same on the notice boards in the Polytechnic.

9) **Withdrawal of candidature:** Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person or by messenger who is one of the electors to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for the nomination as a candidate for the same election that academic year.

10) **Final list of candidates:** The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, subject etc.

11) Declaration of election of validity nominated candidates.

1. If the number of candidates validity 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 validity nominated and not 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 vacancy(ies)
 - 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.

12. Voting:

- (1) Voting shall be by secret ballot. No vote shall be given by proxy. The poll shall begin at 10 a.m. on the appointed day and shall close at 1p.m. on the same day. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be presiding and Polling Officers attached to each booth.
- 2) The ballot box sealed for locked (in the presence of the candidates or their agents if so required by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.
- 3) The Returning Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.
- 4) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper(for specimen see appendix B) in a ballot paper book which shall be got printed or typed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the initials of the Returning Officer thereon and handed over to the member. Separate ballot paper for each post will be issued in the respective booths.
- 5) At the time of issuing the ballot paper, the person authorized by the Returning Officer shall tick 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 in the electoral roll.

- 6) The elector who has received the ballot paper shall then proceed to a place screened from observation by others, for making the vote, record his vote in the ballot paper in the manner prescribed and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.
- 7) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.

The Returning Officer shall seal the slit of the ballot box immediately after the polling is over and keep it in safe custody

13. **Procedure on counting :**

i) The Scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. 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.

ii) No Person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidates concerned. The candidates may nominate (in writing) a representative (agent) from among the voters to be present at the time of counting in case the candidates are unable to present.

12. Ballot Paper when rejected (1) A ballot paper shall be invalid and rejected.

i) If it does not bear the initials of the Returning Officer

or

ii) If a voter signs his names or written any word or makes any mark on it by which it becomes recognizable; or

iii) If the votes is recorded thereon by any mark other than thus 'X' against the name or names 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 avoid for uncertainty; or

vii) If it violates any other law.

2. Every ballot paper rejected, shall be so endorsed by Returning Officer and such papers shall be kept separately.

13. **Recounting:** i) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers. Of all or any candidate and the Returning Officer shall re-examine and recount the same accordingly.

ii) 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 accuracy of any previous count.

Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

16. **Declaration of results:**

i)The candidates/s equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly selected.

ii)If two or more candidates receive an equal number of votes and they cannot all be declared, elected, the final election shall be made by drawing lots by the Returning Officer.

17. **Objection:** Objection to the election, if any, shall be made in writing to the Director of Technical Education, through the concerned. Returning Officer and Principal reach him within 10 days after the declaration of the results of the election and his decision after causing an enquiry to be made as he may deem fit, shall be final.

18. **Preservation of Election Papers:** All papers connected with the conduct of Union elections (electoral) rolls, nomination papers, used and unused ballot papers etc.) shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their agents if present, for a period of one month after the declaration of the results, or if any dispute arises regarding the elections, until it is disposed of.

19. **Miscellaneous:**

1. The Returning Officer shall make arrangements for the candidates to introduce and appeal to the voters in a common public platform

2. There shall not be any sort of canvassing propaganda in the College campus on the day fixed for the poll till the election results are announced.

3. The candidates should be allowed to campaign among the students without hindering the normal working of the class.

4. The students shall desist from disfiguring any class rooms compound walls and buildings in the College campus by the pasting of posters or writing on the walls as a part of the election campaign. They shall not disfigure the compound walls of the neighboring buildings as well.

5. Election campaign propaganda in the Polytechnic Campus shall be limited to issue of pamphlets and bit notices display of banners and posters.

6. Persons who are not on the rolls on the Polytechnic Register shall not take part in the propaganda work in the campus.

7. Students shall not use loudspeaker Ampliphies in connection with the election campaign propaganda.

Appendix-A

Election to(here mention the vacancy to which election is being conducted)

NOMINATION PAPER

Name of the Candidate :
Class of the Candidates :
Subject/Branch :
Number of the candidate in the
Electoral roll :
Consent of the Candidate : I agree, if selected, to on the body
to which I am proposed as a candidate

Signature:

Date :

Name of the proposer :
Class :
Subject/Branch :
Number of proposer in the
Electoral roll :

Signature of the proposer

Date :

Name of the Seconder :
Class :
Subject/Branch :
Number of the Seconder in
The electoral roll :

Signature of the Seconder

Date:

Rules for the conduct of Election is to the Executive Committee of the Kerala State Polytechnic Students Union

1. Except as otherwise provided for the Director of Technical Students shall be responsible for the conduct of election of (i) 5 members from among the Polytechnic Councilors as the office bearers to the Kerala State polytechnic Students Union. He shall have power.
 - a. To fix the date and venue for the conduct of the elections
 - b. To determine the form of notice, nomination paper, ballot paper and the instructions to be contained in the notifications: and
 - c. to declare the results of the election
2. The Returning Officer : The Director of Technical Education shall nominate one of the Polytechnic Principals or Deputy Directors or Joint Directors as the Returning Officer and he may be post sufficient staff to assist the Returning Officers.
3. Election not invalidated by reason of vacancies.; The election shall not be invalid by reasons of any vacancy (ies) among the persons on entitled to vote there at or on account of the non-receipt of less during transmission of any paper connected with the election.
4. **Electoral Rolls** : (1) The Returning Officer shall maintain the electoral rolls of the members entitled to participate at the elections showing their names and address.
 - (ii) Copies of the electoral roll shall be invite available the electors of requests and by them and do payment of the price to be fixed by the Director of Technical Education for the roll.
5. **Eligibility to take part in election**: The names of all those who have been fully elected as councilors from the Polytechnic Union so the date of publication of the election notification shall be included in the elections; provided that a student who have since completed this course of study or whose name is subsequently removed from the admission registers and thereby causes to be a student before the date of election, shall not be entitled to participated in the election.

The Returning Officer may also include the name of any person in advertantly left out, make any correction alternation or selection in the roll, provided he is satisfied that such a change is justified..