

How to Fill the Nomination Form

The official nomination form consists of distinct sections that must be completed accurately:

1. Header & Post Details

- Fill in the exact name of the **College**
- Fill in the **specific title of the post** being contested as stated in the official election notification.
- Disclose whether the candidate has contested college union elections previously, including the post name(s) and year(s).

2. Part I & Part II: Proposer and Secunder Details

- The candidate must be proposed by one student and seconded by another student whose names are on the valid Electoral Roll. (Fill the details)
- Fill in the full Name, KTU ID (or Admission Number for 1st year/lateral entry students), Programme / Branch, Semester, Age, and Date of Birth - of CANDIDATE
- Fill in the full Name, Signature with date, KTU ID (or Admission Number for 1st year/lateral entry students), Programme/Branch, Semester, Age, and Date of Birth for **both** the Proposer and Secunder.

3. Part III: Candidate Consent & Declarations

- **Consent:** Signed consent confirming willingness to serve on the College Union if elected.
- **Declarations:** The candidate must explicitly declare and sign that:
 1. They are a student of the programme and listed in the Electoral Roll.
 2. They have **no academic arrears** as of the nomination date (have passed all completed semester exams and were not absent from pending exams).
 3. They have not been subject to any disciplinary action by the institution or university.
 4. Their age falls within the prescribed limit as on the election notification date.
 5. They will adhere strictly to the election code of conduct.
 6. They have no criminal record, trial, or conviction.
- Include the candidate's signature with date, KTU ID / Admission Number, Programme/ Branch, Semester, Age, Date of Birth, Mobile No, and Email id - of the CANDIDATE.

Note: It is the responsibility of the student to verify that the name displayed in the electoral roll is correct before filling the nomination paper

4. Part IV: Faculty Verification Report

- Must be verified, signed, and dated with "**Correct/Incorrect**" and "**Yes/No**" entries marked by the Senior Faculty Advisor (SFA) and Head of Department (HoD).

Submission Directions & Eligibility Rules

- **Sealed Deposit:** The completed form shall be enclosed within a sealed envelope that clearly identifies the Position for which your candidacy is being submitted on the exterior of the envelope (*for example: Nomination for the Position of "CHAIRMAN"*) and subsequently deposited into the designated nomination receptacle maintained within the Returning Officer's office.
- **Submission Deadline:** Forms must be deposited by the scheduled deadline - **09.10.2026 by 2:00 PM**
- **Proposer & Secoder Rules:**
 - Both proposer and seconder must be on the Electoral Roll and meet the mandatory **75% attendance** requirement.
 - Students facing or who have faced disciplinary action, or part-time students, cannot act as a proposer or seconder.
 - No student can propose or second more than one candidate for the same post.
 - A contesting candidate cannot act as a proposer or seconder for another candidate contesting the same post.
 - For Class Representative seats or lady-reserved seats, the proposer and seconder must belong to the **same class/constituency** (and be female students for lady-reserved seats).
- **Multiple Nominations & Withdrawal:**
 - A candidate may submit nomination papers for multiple posts, but must withdraw down to **only one (1) post** before the withdrawal deadline.
 - Withdrawal must be submitted via a written, signed notice delivered in person or by an authorized representative from the electoral roll by the prescribed time.