K V Devi Prasad PH.D.

PROFESSOR & HEAD

CHIEF ELECTION OFFICER STUDENT
COUNCIL

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Nov 18, 2015
PUE/Elections/15/

NOTICE _ URGENT

Sub.:: Student Elections — Some Important Procedural Issues

Ref. :: Election Notification and Circular issued earlier

The Deans/Heads of Departments/ Election Officers are requested to kindly take note of the following issues:

1. When attesting the nomination forms of students as to their eligibility kindly ensure that the candidates are in compliance with all rules of eligibility likee no arrears, 75% attendance in the current and previous semesters, duly enrolled, age etc.
2. While scrutinizing the nominations for validity if any questions are raised as to eligibility, the HOD who attested may be contacted and the facts verified by the Dean/EO
3. The Candidate may nominate his/her agent at the polling station.
4. As soon as the list of candidate is final — i.e. after the time for withdrawal is past — the Dean/EO would immediately communicate the list of candidate for uploading on the web-site to the undersigned.
5. On the polling day the ballot boxes shall be inspected and sealed in the presence of candidates/agents by 945 am.
6. During the election, the voters will be identified by the ID card by a teacher nominated by the Department for this purpose and ballot paper would be issued after obtaining his/her signature.
7. As soon as polling closes and the ballot boxes are sealed in the presentce of the candidates/their agent the Dean/EO may announce the total votes polled in each category and communicate the a copy to the undersigned.
8. The Ballot boxes shall be opened for counting in the presence of candidates/agents and after counting/tallying the results shall be declared by the Dean/EO and communicated to the undersigned.
9. No test/exams/classes may be scheduled during the time of polling to enable students to exercise their franchise except with the prior concurrence of the CEO/DyCEO where it cannot be avoided.
10.   EO/Deans are requested to indent the number of ballot boxes and coloured paper as decided earlier for printing out ballots as per requirement today itself as well as other require paraphernalia. P&S section has already been informed of the impending requests.
11.   HODs are requested to be available to facilitate the election process as may required.
12.   EO/Dean may kindly provide along with the declared results details such as botes polled in each category, number of invalid votes etc.

Sincerely,

[K V DEVI PRASAD]

TO
HEADS/DEANS/ELECTION OFFICERS.

K V Devi Prasad Ph.D.

Professor & Head

Chief Election Officer Student
Council

Form of Nominating an agent by a Candidates

I,_____, a candidate for the post of

_____, do hereby appoint _____(Name)

_____(Roll No) of _____(Programme and

Department) with _____(ID card No; attach ID Card copy) as my

Polling Agent for the Student Council Election from the School of _____

[Signature)

Date:

K V Devi Prasad PH.D.

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FORM OF DECLARATION OF RESULTS FOR SCHOOL REPRESENTATION
(ONE FORM FOR EACH CATEGORY)

NAME OF THE SCHOOL

CATEGORY

NUMBER OF VOTES POLLED : _____ ;

NO. OF INVALID VOTES:_____

VOTES SECURED BY EACH CANDIDATE:

NAME OF THE SUCCESSFUL CANDIDATES(S):

SIGNATURE OF ELECTION OFFICER/DEAN

DATE & TIME