

Date: 06.11.2019

General Instructions for Election

Date of Election 14/11/2019

Entry through the Main gate will close at 10.40 am. Entry will be permitted to regular students only, by showing their valid university identity cards. Research Scholars will also be allowed to enter upon production of their university identity cards only. Entry will be restricted if the student / research scholar fails to produce their identity cards. For those scholars whose university identity cards are under process and has not been issued till the date of polling will also not be allowed to enter the university premises on that date. Entry will be restricted for the **Casual students (defined below)** on the day of Election.

Description of Casual Students

Year of Entry to UG program	Not before 2017 – 2018 academic session
Year of entry to PG program	Not before 2018 – 2019 academic session

TIME SCHEDULE FOR CONDUCTING THE ELECTION

Description	Time
Entry to the Hall	10.40 am
Door closes for polling	10.50 am
Polling starts	11.00 am

General Instructions

1. The Blue slip is for Class representative, Yellow slip for Girls' Common Room Secretary and the White slip is for General posts (President/Vice President, General Secretary/Assistant General Secretary)
2. Please consult the attached list of constituencies where there shall be no election for the post of Class Representative. **Disregard the Blue slips for those constituencies. However the Yellow slips and the White slips are to be given to the students for GCR and General Post elections.**
3. Typically there shall be three ballot boxes for every constituency/booth.; GCR-SECRETARY, GENERAL POSTS and CR
4. The physical presence of any CR candidate is not necessary on the day of the election and he/she may still win the election without casting his/her own vote. But he/ she is required **to authorize one of his/her classmates (ordinary voter) duly attested by the Dean of Students within 11 November 2019**, who will sign in the result sheet on that day. He/she may collect his/her CR certificate later from the Dean of students during the CR council formation meeting.
5. Polling will continue till the last student in the class cast his/ her vote. All students be retained in the class after they poll. Counting of the votes of the Class representatives will succeed the poll

process. The door of the constituency will only be open after proper declaration of the results of the Class representative is done.

6. In case a tie between two candidates the result will be decided by tossing a coin, the candidate featuring first in the list (by virtue of the alphabetical order in which his/her name appears in the list of that particular constituency) should toss the coin.

7. In case of a tie between three persons chit paper is to be drawn in the alphabetical order mentioned above.

8. Only 'OBSERVERS' of the students organisations (they must wear their 'OBSERVER" badges, duly signed by the DOS) are allowed to pay visit to the polling booth during the time of the polling. The same batches of OBSERVER shall also be allowed at the time of counting of the votes in Derozio Auditorium.

Election Commission