

General Guidelines and instructions for election of student council.

I. Disassociation of Student Elections and Student Representation from Political Parties.

During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, or a member of a registered Political party, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

II. Eligibility Criteria for Candidates

1. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed by one year in the case of professional courses, where courses often range between 4 to 5 years.
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 25 years.
3. The candidate should have scored atleast passing marks in all papers of previous year for last result declared.
4. The candidate should in no event have any academic arrears in the year of contesting the election.
5. Candidates with gap year(s) be not allowed to participate.
6. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher in its previous year or in the same year of the election for the students of first year in the campus.
7. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
8. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities.
9. The candidate must be a regular, full time student of the university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

Note: For this purpose, 'student' would mean a whole-time student in any teaching department including M.Phil., LL.M., M.Pharm., M.Tech. and the like but shall not include research students of Ph. D, doing short term courses and diplomas and in-service Teachers doing M.Phil./Ph.D or a student who as per the record of the department is an employee of Government or Semi Government Organization, Public or Private Sectors undertaking.

III. Election Related Expenditure and Financial Accountability:

1. The maximum permitted expenditure per candidate shall be Rs. 5000/-
2. Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate) to the university authorities. The university shall publish such certified accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
3. The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
4. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any sources other than voluntary contributions but within maximum limit of Rs. 5000/.

IV. Code of Conduct for Candidates and Elections Administrators:

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic, or between any group(s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda. No political face can be used for canvassing purpose or other purpose during the election.
4. All candidates shall be prohibited from indulging or abetting in activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda beyond prescribed limit, and holding public meetings.
5. No candidate will be allowed transport and conveyance with or without their banner on it for the purpose of canvassing and for bringing of voters to and from.
6. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.

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7. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission/ university authority.
8. No candidate will utilize name of any district, state or national level students' organizations/Union/Parishad on the poster or on banner or on anything which could identify him or her as a candidate of that organization.
9. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university campus/college campus.
10. No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.
11. During the election period the candidates may hold one procession and/or public meeting, provided that such procession and/or public meeting do not, in any manner, disturb the classes and other academic and co-curricular activities of the college/university. Further, such procession/public meeting may not be held without the prior written permission of the authority.
12. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
13. On the day of polling, student organizations and candidates shall:
 - a. co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - b. not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
 - c. not hand out any propaganda on the polling day.
14. Excepting the voters, no one without a valid pass/letters of the authority from the election commission or from the college/university authorities shall enter the polling booths.
15. The election commission/college/university authorities shall appoint impartial observers. In the case of deemed universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
16. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
17. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature or his elected post, as the case

may be. The election commission/ college/ university authorities may also take appropriate disciplinary action against such a violator.

18. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A "Offences Relating to Elections"), may also be made applicable to student elections.

V. Maintaining Law and Order on the Campus during the Election Process:

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university/college authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence. Deputy Commissioner and Superintendent of Police will be responsible for maintenance of law and order in the campus.

VI. Council:

1. Functions

- To promote healthy corporate life on the Campus.
- To ensure maintenance of proper academic atmosphere and orderliness on the University Campus.
- To assist in organizing various cultural and sports functions

2. **Name :** The organization(s) shall be called "Name of University/College :CAMPUS GENERAL STUDENTS' COUNCIL" and Name of University/college : CAMPUS EXECUTIVE STUDENTS' COUNCIL

3. Membership :

- a. Enrolment of students in departments/class shall be as on 31st August or the date to be approved by the Vice-Chancellor prior to the election date.
- b. The **General Students Council** shall consist of Four Office Bearers (President, Vice-President, Secretary, Joint Secretary, five executive members, all class representatives and five nominated members.
- c. Nomination of the five members can be made by head of institution from the best sport person(s), NSS worker, NCC, Cultural performer or any other outstanding performer.
- d. The election of the office bearers and five executive members shall be held simultaneously on a date to be fixed by the Dean Student Welfare with the consent of Vice-Chancellor and local Police.
- e. Office bearers and five executive members shall be elected by the Class representatives on the same date of election/Nomination of class representatives. **The office bearers and the executive members should be amongst the CR's.** The exact date of the election shall be

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fixed by the Dean Student Welfare/Principal. As far as possible, all these elections would ordinarily be completed by the middle of September.

- f. In case no nomination papers from a department are received for CR or all the nomination papers received are rejected, the student with maximum marks/rank in its previously declared result for ongoing students or with top rank in the process of admission for first year student may be recommended by head of department to Dean Student Welfare as Class Representative.
 - g. In case no nomination papers from CR's are received for any Office bearer(s) or all the nomination papers received are rejected, the CRs may elect among themselves the office bearer following the procedure laid for executive members for which returning officer will seek nominations and elections will be held along with the executive council.
 - h. **There will be 01 CR from each class.**
 - i. The term of the Students' Council is from the date of election to the 30th of April.
4. **The Executive Students Council:** The Executive Students Council shall consist of four office bearers and five members elected by the Class Representatives from among themselves. The Executive Committee shall be responsible to the General Council
- The Executive Committee shall consist of:
- a. One President
 - b. One Vice-President
 - c. One Secretary
 - d. One Joint Secretary
 - e. Five other members
 - f. One SC representative by way of nomination by DSW/ College Principal or by draw of amongst (a) to (e) and this is to be notified before the election process.
 - g. For co-ed institutions one post amongst (a) to (d) be reserved for girl student representative. This be done by way of draw of lottery every year before calling nomination and **this is to be notified before the election process.**

5. Roles of Office Bearers

a. President

The President of the University Students' Council shall be responsible to the students.

b. Vice-President

He will perform all the duties of the President in the latter's absence. He will automatically become Officiating President if the President resigns or is unable to discharge his duties for the rest of the term.

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c. Secretary

The Secretary of the University Students' Council will be responsible for executing decisions of Council.

d. Joint Secretary:

He will perform all the duties of the Secretary in the latter's absence. He will automatically become the Officiating Secretary if the Secretary resigns or is unable to discharge his duties for the rest of the term.

6. Assignments of Executive members: The head of the institution before announcing general elections may assign different faculties to five vacancies of executive member so that representation made to council is uniformly distributed over different subjects. The faculties are to be defined by DSW prior to the elections

7. Term of Office for Office Bearers:

The Office Bearers shall cease to hold office if:

- a. He/she resigns by addressing his resignation to the Dean Student Welfare/Principal. He shall cease to hold office from the date his resignation is accepted by the Dean Student Welfare/Principal.
- b. He/she ceases to be a student of the University on account of non-payment of fee or any other reason.
- c. He/she is held to be guilty of gross misconduct by the University.
- d. He/she ceases to be a student.

VII. Election bye-laws of the State Universities / Colleges Campus Students' Council:

1. Election to the Students' Council in various departments/ colleges will be held generally in the month of September on a date and time as may be fixed by the Dean Student Welfare and to be notified to the affiliated colleges. He may, if contingencies so warrant, alter the date/ schedule of the election.
2. The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 3 days.
3. The Dean Student Welfare shall notify the date of election to each department/ college for the information of the students at least three days before the date fixed for the election.
4. (a) The Head of the Department// College Principal shall be the Returning Officer for the election of Class Representatives. However, he shall have the authority to appoint one or more members of his teaching staff as Polling Officer(s).
(b) The Dean Student Welfare/ College Principal shall be the Returning Officer for the election of the Executive Committee. He shall have the authority to appoint one or more Polling Officer(s) to assist him in the conduct of election.

5. The election shall be by simple majority vote.

VIII. Election of Class Representatives:

1. The Head of the Department/ College Principal shall by affixing a notice on the Notice Board of the Department at least 2 days before the date of election, invite nominations for the election of Class Representative(s), and office bearers along with the consent and declaration of each candidate on the prescribed form, so as to reach him by the time fixed by the Dean Student Welfare// College Principal at least one day before the date of election.

Immediately after the closing time for the receipt of nominations, the Head of the Department/ College Principal shall notify the list of persons whose nomination papers have been received by him by affixing it on the Notice Board of his Department/ College Principal.
2. Thereafter, objection(s), if any, regarding the eligibility of candidate(s) shall be made, in writing, to the Head of the Department/ College Principal within the time limit notified by the Dean Student Welfare for the purpose.
3. The scrutiny of nomination papers will start on the date and time fixed by the Dean Student Welfare / College Principal for the purpose. Any objection(s) duly received by the Head of Department/ College Principal shall be disposed of during scrutiny. The candidate(s) must produce original documents (Degree/Diploma/Matriculation or Higher Secondary Certificate/and other relevant papers required in relation to eligibility) at the time of scrutiny. Nomination papers not supported by original documents shall be treated as invalid. The decision of the Returning Officer shall be final.
4. Each Head of the Department/ College Principal shall, after personal verification and scrutiny of original degree/diploma/other documents, certify on prescribed form about the eligibility of the candidate(s). Immediately after the scrutiny, a list of the names of candidates whose nomination papers have been found valid shall be notified by the Head of the Department / College Principal by affixing it on the Notice Board of the department.
5. A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the date and time fixed by the Dean Student Welfare/ College Principal. The Returning Officer shall, immediately thereafter, notify the withdrawals if any.
6. The election in each department / colleges shall take place on the date and time fixed by the Dean Student Welfare. If there is a tie among the candidates for the election of Class Representative(s), or office bearers the matter shall be decided by the draw of lots by the Returning Officer.
7. In all the departments, the election of Class Representative(s) shall be direct.
8. The results of the election of the Class Representatives shall be communicated on the prescribed form by all the Heads of the Departments/ College Principal to the Dean Student Welfare by the date and time fixed by the Dean Student Welfare.

9. Immediately after the election the class representative be taken to DSW / College Principal office/ venue of voting for office bearers/executive members by the head of department's representatives under protection.

IX. Election of the office bearers and Executive Committee of the Students' Council

1. No voter (Class representatives) shall be allowed to leave the Voting Hall after he/she has been handed over to DSW/ College Principal as class representative.
2. The Dean Student Welfare/ College Principal shall notify by affixing a notice on the Notice Board of his office the date and time for the receipt of nomination papers. The date of the election of office bearers be the same as the date of election of Class representatives.

Immediately after the election of all class representatives on the aforesaid date, the Dean Student Welfare/ College Principal shall seek nomination papers for various offices of the office bearers and Executive Committee. Dean Student Welfare/ College Principal will notify the nominations which have been duly received by him by affixing a notice on the Notice Board of his office/venue of election. .

3. Objection(s), if any, against the candidature(s) of a person(s), but not pertaining to the eligibility conditions, shall be made, in writing, by the Class Representative(s) to the Dean Student Welfare/ College Principal on the timing fixed for the receipt of nomination papers and by the time as may be notified by the Dean Student Welfare/ College Principal. These objections will be disposed of by the Dean Student Welfare/ College Principal at the time of scrutiny.
4. The scrutiny of the nomination papers will start at the time fixed for the purpose by the Dean Student Welfare/ College Principal, on time notified by the Dean Student Welfare/ College Principal.
5. Immediately after the scrutiny, the list of the names of persons whose nomination papers have been found valid, shall be notified by the Dean Student Welfare/ College Principal by affixing a notice on the Notice Board of his office/Venue of election.
6. A candidate may withdraw his name from the contest by personally delivering the prescribed form of withdrawal duly filled in and signed, so as to reach the Returning Officer by the time fixed by the Dean Student Welfare/ College Principal. The Returning Officer shall, immediately thereafter, notify the withdrawals, if any.
7. Election to the Office bearers (if any) and Executive Committee shall be held on the date and time fixed by the Dean Student Welfare.
8. Objection(s), if any, regarding the conduct of elections to the Executive Committee will be disposed of by the Returning Officer on the spot.
9. The counting of votes will start immediately after the voters have cast their votes.

10. The Returning Officer shall thereafter announce the results. If there is a tie among the candidates for the election of office bearers or member(s) of the Executive Committee, the matter shall be decided by draw of lots by the Returning Officer.

X. Law and Order:

University will announce elections by taking written permission from the Superintendent of Police and/or deputy commissioner who will be responsible for maintaining law and order in association with university administration.

Recommendations for the year 2018-19

The above recommendations can be considered by the Government which after its approval need to be adopted by Executive council of the University in the year 2018. Since the universities are going for elections after 22 years there is no or little mechanism/experience already existing. It is recommended, as per Lyngdoh committee report, that elections be held in the year 2018-19 for Class representatives and council be made from among the class representatives following the procedure laid above. It is also recommended that elections be held on same date in the whole of the state. After successful 2018 elections and making any other modification required, direct elections of Office bearers may be held 2019 after review.

- 1 75% attendance is cumulative at all subjects upto 9th October 2018.
- 2 There will be one class representative for class/section.
- 3 The minimum strength section/class is 20 or more. If, it is less than 20 it will be merged with any section/class of the department by the returning officer.
- 4 The age of the candidate will be considered as on 1st September 2018.

Code of Conduct

The following Code of Conduct is recommended for the election to the Students in the University Campus and affiliated Colleges: -

1. Persons other than students of the college concerned shall not be allowed to address any election meeting.
2. Individuals who are not students of the college concerned shall not be allowed to stay in the hostels after 9:00 PM except in those cases where the individuals are from out of the town and they get special permission of the Principal/Chief Warden.
3. On the days preceding the date of election, no guests under any circumstances would be allowed to stay in the hostels. Genuine guests, if any, of the students would be lodged by the Warden at appropriate places on the campus.
4. All campaigning will stop at 5:00 pm on the day preceding the date of election.
5. The posters would be placed on special notice/display boards which will be erected at suitable places on the college/University campus and in the hostel(s). Littering of the college/University campus with posters will not be allowed.
6. Shouting of personal slogans or character assassination will not be allowed.
7. No loud-speakers will be allowed for campaigning.
8. No cars (except those being driven by university employees), taxis or heavy vehicles will be allowed to enter the campus after 5:00 pm on the day preceding the date of election. Unauthorized vehicles would be impounded/towed away/deflated if found on the campus of the college after the prescribed period.
9. On the day of election entry of the outsiders to the campus of the college/University would be extremely restricted. It is the responsibility of the students that they have the Identity Cards with them.
10. Any case of violence; kidnapping, drinking, harassment or goondaism should be immediately reported to the Police by Principal/DSW. Strictest possible action will be taken against defaulters.
11. The campaigning procedures should not create noise during working hours in the campus, especially near the class rooms.
12. The above Code of Conduct is only for election days. A Code of Conduct for the functioning of the Council may be prepared by the college/University concerned after the elections are over.
13. The Vice-Chancellor/Principal may constitute a committee consisting of some senior faculty members for reviewing all cases of complaints/violating of Code of Conduct for disciplinary action.

Duties and responsibilities of Presiding Officers and Polling Officers

Presiding Officers and Polling Officers will report to Assisting Returning Officer (ARO) at sharp 08 AM in the office of ARO on the day of polling i.e. 17.10.2018.

Presiding Officer:

- 1 To prepare the polling booth at least one day before the commencement of elections before 3 P.M.
- 2 To ensure the proper seating arrangement of the voters and the polling party.
- 3 To prepare the ballot box prior to start of the elections; The Presiding officer will show empty box to the voters present at the time of elections after that he/she will seal the ballot box before the commencement of the polling.
- 4 After completion of polling he/she will announce the no. of votes polled and the same will be given to the candidates in the prescribed proforma. However, two copies of the above will be handed over to ARO. He will seal the ballot box so that no vote can be cast after it.
- 5 Presiding officer will ask all the voters to leave the booth except contesting candidates for the post of Class Representative or his / her one agent. Than after, he/she will take all the candidate or their agent along with polling officer and sealed ballot box to the ARO office for counting of ballot paper.
- 6 Counting of ballots will be done as per instructions and prepare the result in prescribed proforma. The copy of profroma will be given to the contesting candidates or his/or agent. Moreover, two copies of above proforma will be given to ARO.
- 7 Presiding Officer will seal all the records pertaining to the elections and handover to the ARO. All the ballot papers will be sealed in prescribed envelope (used and unused separately).
- 8 Sealing of all material will be done as per the check list and same will be handover to ARO.

1st Polling Officer

- 1 He will be Incharge of student voter list and responsible for identification of voters.
- 2 He will mark the attendance of the student on voter list.

2nd Polling Officer

- 1 2nd polling officer will issue the ballot paper to the voter after taking signature of the voter on first part of ballot paper. The Polling Officer will also put his/her signature on above mention part of the ballot paper at appropriate place.

POLLING PARTY WILL ENSURE THAT NO VOTER CARRIES HIS/HER PHONES ON THE DAY OF POLLING I.E. FROM 08:30 A.M. TO END OF POLLING PROCESS.

Duties and responsibilities of Assistant Returning officer (ARO)

- 1 ARO will collect the election material from the RO as per Annexure-IV
 - i) Ballot Boxes
 - ii) Seal/Locks
 - iii) Candles
 - iv) Tapes
 - v) Forms
 - vi) Envelopes
 - vii) Sealing Tape
 - viii) Locks
 - ix) Pens
 - x) Fevi Stick
 - xi) Match Box
 - xii) Ballot Papers
- 2 Voter list (to prepare the voter list minimum 04 copies) for each class /section.
- 3 To notify the election process in the department.
- 4 To notify /specify the space for display of information by the candidates.
- 5 To specify the space/room for conduct of polling.
- 6 To ensure the election process in the form of nomination, objections, scrutiny, withdrawal, final list etc. as per general guidelines of the elections.
- 7 To send the final list of candidates to the RO for preparation of the ballot papers as per prescribed proforma.
- 8 ARO will ensure the implementation of the code of conduct for the contesting candidates as per general election guidelines.
- 9 ARO will ensure the discipline/law and order during the election process in coordination with the RO
- 10 ARO will appoint one presiding officer and two polling officers for each polling booth two days before the polling of votes and to provide the relevant information.
- 11 The ARO will provide material to the polling party
- 12 ARO will conduct a formal meeting with all the contesting candidates of the departments day before the polling and to provide all kinds of information including code of conduct to the candidates.
- 13 ARO will hand over the ballot papers to the presiding officer at 9 AM on the date of voting.
- 14 ARO will put the departmental stamp to each ballot paper.
- 15 ARO will ensure the smooth conduct of polling as per election guidelines.
- 16 The ARO will ensure that the counting process should be held after bolting the room and to ensure that no unauthorised person should be there at the time of counting.
- 17 To ensure the counting of votes under his/her supervision as per instructions.
- 18 ARO will ensure that Invalid votes should be separated first before the start of counting and signed by the contesting candidate/agent. All such ballot papers were sealed in separated envelope specified for such work.

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- 19 The decision of the ARO will be final in any dispute for the election process of CR.
- 20 The ARO will prepare the consolidated result of class representative as per prescribed proforma and hand over it to the RO in person in sealed cover with two copies.
- 21 The ARO will accompany the elected CR in allocated vehicle immediately after the declaration of the C.R. to the R.O. office.
- 22 The ARO will not leave the RO office till the final declaration of results of the office bearers.

Duties and Responsibilities of Returning Officers(RO)

- 1 Notification of the election, schedule and guidelines.
- 2 To send the notification of election, schedule and guidelines to the Principal of affiliated colleges through DOC.
- 3 RO will appoint the ARO's for smooth conduct of student council elections.
- 4 RO will initiate the process of selection of nominated candidate as per general guidelines
- 5 Preparation & Procurement of the materials i.e.
 - i) Ballot Box
 - ii) Ballot Paper
 - iii) Forms
 - iv) Envelope
 - v) Seal
 - vi) Candle
 - vii) Match Box
 - viii) Tape, glue stick, pen, marker
 - ix) Laptop/Computer (6)
 - x) Printer (6)
 - xi) Stationary for ballot paper at central place.
 - xii) Other relevant material.
- 6 To convene the meeting of ARO and other associate staff members at least 4-5 days before the day of polling.
- 7 RO will provide the ballot papers one day before (i.e. 16/10/18 before 2 P.M.) from the commencement of election of Class Representative (CR) to ARO.
- 8 To be in touch with district administration for the student council election and maintaining law and order situation in the University campus in consultation with Proctor.
- 9 To specify the Central Place for the election of office bearers and executive members of student council.
- 10 To arrange the working lunch & basic amenities at central place specified for conduct of election of office bearers and executive member for ARO, Elected CR and staff deputed at central place.
- 11 RO will appoint the Presiding Officer and Polling officers for the election of office bearers, executive committee of student council. The RO will provide the printed & stamped ballot paper to Presiding Officer along with list of elected CR.

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- 12 The RO will notify and ensure the election process for election of the office bearers and executive committee of student council i.e. nomination, objection, scrutiny etc. as per general guidelines.
- 13 Arrangement of videography at central place as well as at all the polling booths.
- 14 The RO will ensure the counting in his supervision as per instruction & general guidelines of student council elections and prepare the result as prescribed profroma.
- 15 In any dispute the decision of RO will be final in case of election of office bearers, executive committee of student council.

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Notice for Nominations

Meeting of the Executive Council To approve the guidelines	11.10.2018 (11:00 AM)
Notification for Election:	11.10.2018
Draw of Lots for female and SC candidate	11.10.2018 (4:00 P.M.)
Date and Time of nomination for class representative	12.10.2018 (02:00 PM to 03:30 PM)
Display of List of nominations on Notice Board	12.10.2018 (04.00 P.M.)
Objections to the candidature, if any	13.10.2018 (UPTO 10 A.M.)
Scrutiny of nomination papers:	13.10.2018 (10 A.M TO 12 NOON)
Final List of candidate for class Representative on Notice Board	13.10.2018 (12:30 P.M.)
Withdrawal, if any	13.10.2018 (by 02:30 P.M.)
Final List of candidate for class Representative after withdrawal	13.10.2018 (3.00 P.M.)

The department will fix up a notice board for students' Elections where all such notices will be displayed.

**On the Date of Election
(17th October, 2018)**

1. Entry begins to class room (venue of polling)	9:30 AM
2. Entry closes sharp at (no entry after 10:30 am)	10:30 AM
3. Polling starts	10:31 AM
4. Counting for Class Representative and declaration of results of CR, CR to be taken to centralised place under protection	at 12 Noon
5 Lunch at centralized place	1:00 PM
6 Nomination for office bearer/ Executive Member	Upto 2.30 PM
7 Display of list	3:00 PM
8 Objection and final list	by 3:15 P.M.
9 Voting (upto two booths)	3:30 PM
10 Counting	4:30 PM
11 Declaration of Result	5:00 PM

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Nomination Form for Class Representative

To

The Chairman of the
.....Department
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of class Representative to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Class Representative to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....
(Name of the candidate)
S/o/D/o Shri.....
Roll No.....,class.....
Deptt.....

Note: One student can propose/second only one candidate and he/she should be from same class/section.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.

3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Nomination Form for the post of PRESIDENT

To

The Returning Officer/DSW
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of President to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY

Signature.....
.....

(Name of student)

S/o/D/o Shri.....

Class.....,Roll No.....

Section.....

Deptt.....

Date.....

Signature.....
.....

(Name of student)

S/o/D/o Shri.....

Class.....,Roll No.....

Section.....

Deptt.....

Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the President to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....

(Name of the candidate)

S/o/D/o Shri.....

Roll No.....,class.....

Deptt.....

Note: One elected class representative can propose/second only one candidate for one post.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.
3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Nomination Form for the post of VICE-PRESIDENT

To

The Returning Officer/DSW
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of Vice President to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY

Signature.....
.....

(Name of student)

S/o/D/o Shri.....

Class.....,Roll No.....

Section.....

Deptt.....

Date.....

Signature.....
.....

(Name of student)

S/o/D/o Shri.....

Class.....,Roll No.....

Section.....

Deptt.....

Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Vice President to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....

(Name of the candidate)

S/o/D/o Shri.....

Roll No.....,class.....

Deptt.....

Note: One elected class representative can propose/second only one candidate for one post.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.
3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Nomination Form for the post of SECRETARY

To

The Returning Officer/DSW
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of Secretary to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Secretary to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....
(Name of the candidate)

S/o/D/o Shri.....
Roll No.....,class.....
Deptt.....

Note: One elected class representative can propose/second only one candidate for one post.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.

3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.

5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Nomination Form for the post of JOINT SECRETARY

To

The Returning Officer/DSW
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of Joint Secretary to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

Signature.....
.....
(Name of student)

S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Joint Secretary to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....
(Name of the candidate)

S/o/D/o Shri.....
Roll No.....,class.....
Deptt.....

Note: One elected class representative can propose/second only one candidate for one post.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.

3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.
5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Nomination Form for the post of Executive Member

To

The Returning Officer/DSW
Guru Jambheshwar University of
Science & Technology, Hisar

Sir/Madam

In response to your notice regarding the elections to the University Campus Students' Council, I propose the name of.....son/daughter of..... of (class).....section.....Roll No.....in the Department of..... for the election of Executive Member to the University Campus Students' Council for the session.....

Yours faithfully

SECONDED BY
Signature.....
.....
(Name of student)
S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

Signature.....
.....
(Name of student)
S/o/D/o Shri.....
Class.....,Roll No.....
Section.....
Deptt.....
Date.....

CANDIDATE'S CONSENT

I hereby declare that I agree to stand for the election of the Executive Member to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council for the session.....

Signature.....
.....
(Name of the candidate)
S/o/D/o Shri.....
Roll No.....,class.....
Deptt.....

Note: One elected class representative can propose/second only one candidate for one post.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

DECLARATION OF THE CANDIDATE

1. I solemnly affirm that I have thoroughly gone through the guidelines and the rules regarding election to the Guru Jambheshwar University of Science & Technology, Hisar Campus Students' Council and undertake to abide by the same in letter and spirit.
2. I am of.....year as on 1st September.....being a Under Graduate/Post Graduate Student.

3. I joined the University for the first time in the year.....as student of.....Class, in the Department of.....
4. I further solemnly affirm that after joining University teaching department, I have-
 - (i) Not failed in the last examination in any department in the academic year preceding the election.
 - (ii) Attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
 - (iii) No academic arrears in the year of contesting the election.

5. I have no previous criminal record, that is to say I have not been tried and/or convicted of any criminal offence or misdemeanour. I have also not been subject to any disciplinary action by the University authorities.
6. I am aware that only one opportunity is available to contest for the post of office bearer, and two opportunities for the post of an executive member.
7. I am a regular/full time student on the roll of the University and not a distance/proximate education student.
8. I am not put up by any political party.

Signature of Candidate

Name.....

Date:

Time:

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

WITHDRAWAL FORM

To

The Returning Officer/ Assistant Returning Officer

Department_____

Guru Jambheshwar University of Science & Technology, Hisar

Sir,

I withdraw my candidature from the election for the post of _____ from
Class.....section.....of the Guru Jambheshwar University of Science & Technology,
Hisar Campus Students' Council for the year.....

Yours faithfully

Dated:

Signature.....

.....

(Name of the candidate)

S/o Shri.....

Roll No.....,class.....

Deptt.....

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Proforma for printing of Ballot Papers for Class Representative(s) to be submitted by the Assistant Returning Officer (ARO) for each class/section.

Name of the Department _____

Class _____

Section _____

Sr. No.	Name of the Candidate	Roll No.
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

Signature of Assistant Returning Officer

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Department _____

Sr. No. _____ **Name** _____ **Class:** _____ **Section** _____

Polling Officer **Voter**

.....

Ballot Paper for Class Representative

Roll No.	Name	Mark √(Blue Pen) against the name whom you want to cast your vote

- 1 Use Blue colour pen.
- 2 More than one tick or any other mark by the voter will result in cancellation of the ballot paper.

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

Department _____

Sr. No. _____ **Name** _____ **Class:** _____ **Section** _____

Polling Officer **Voter**

.....

Ballot Paper for the post of.....

Roll No.	Name	Mark √(Blue Pen) against the name whom you want to cast your vote

- 1 Use Blue colour pen.
- 2 More than one tick or any other mark by the voter will result in cancellation of the ballot paper.

Account of Ballot Papers for the post of.....

Department

Class.....

Section.....

- 1 Number of Ballot Papers received
- 2 Number of votes polled
- 3 Time of closing of voting
- 4 Number of Ballot Papers used
- 5 Number of spoiled Ballot Papers, if any.....
- 6 Number of unused Ballot Papers returned.....
- 7 Number of spoiled ballot paper returned.....

Presiding Officer

Date.....

Icertify that after closing of poll I sealed the ballot box in presence of the candidate/agent in such a way that no vote can be casted in ballot box.

Presiding Officer

Instruction For Counting Of Ballots

- 1 Invalid ballots, if any, will be separated from the used ballot papers before commencement of counting.
- 2 Signature of contesting candidates or his/her agent will be taken on invalid ballot paper. Further, Presiding Officer and Polling Officer will also put their signature on invalid ballot papers. All such ballot papers will be sealed in separate envelope.
- 3 Counting will be done on summery sheet for assign work.

Summary Chart for Counting

Name of Post.....

Class.....

Section.....

Department.....

Name of the Candidate.....

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.
13.	14.	15.	16.	17.	18.
19.	20.	21.	22.	23.	24.
25.	26.	27.	28.	29.	30.
31.	32.	33.	34.	35.	36.
37.	38.	39.	40.	41.	42.
43.	44.	45.	46.	47.	48.
49.	50.	51.	52.	53.	54.
55.	56.	57.	58.	59.	60.
61.	62.	63.	64.	65.	66.
67.	68.	69.	70.	71.	72.
73.	74.	75.	76.	77.	78.
79.	80.	81.	82.	83.	84.
85.	86.	87.	88.	89.	90.
91.	92.	93.	94.	95.	96.
97.	98.	99.	100.	101.	102.

Signature

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR
PLEASE RETURN AFTER FILLING TO **RETURNING OFFICER / DEAN STUDENT WELFARE** IN A CLOSED COVER
IMMEDIATELY AFTER THE COMPLETION OF COUNTING OF VOTES.

Statement of the results of counting of votes for **CLASS REPRESENTATIVE** of the Guru Jambheshwar
University students' organization.

(To be filled in bold letters)

1 Name of the Department _____

2 Class _____

3 Section _____

Total number of votes polled:

Sr. No.	Name of the Candidate	Votes Polled
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	No. of cancelled votes	_____

Name & Roll no. of elected _____

Signature of the Presiding Officer _____

Signature of the Polling Officers 1 _____

2 _____

Signature of the Student Observers

/Candidate/Agent 1 _____

2 _____

Signature of Assistant Returning Officer

Dated: _____

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR
PLEASE RETURN AFTER FILLING TO **RETURNING OFFICER / DEAN STUDENT WELFARE** IN A CLOSED COVER
IMMEDIATELY AFTER THE COMPLETION OF COUNTING OF VOTES.

Statement of the results of counting of votes for the post of _____ of the Guru Jambheshwar
University students' organization.

(To be filled in bold letters)

Total number of votes polled:

Sr. No.	Name of the Candidate	Votes Polled
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	No. of cancelled votes	_____

Name & Roll no. of elected _____

- 1 Department _____
- 2 Class _____
- 3 Section _____

Signature of the Presiding Officer _____

Signature of the Polling Officers 1 _____

2 _____

Signature of the Student Observers

/Candidate/Agent 1 _____

2 _____

Signature of Returning Officer

Dated: _____

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY,
STUDENTS' COUNCIL HISAR

ELECTION BYE-LAWS OF THE GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR CAMPUS
STUDENTS' COUNCIL

consolidated list of elected class representative

THIS INFORMATION MAY BE SENT TO THE OFFICE OF DEAN STUDENT WELFARE IMMEDIATELY

The Dean Student Welfare/Returning Officer

GJUST,

Hisar

Dear Sir

I am to inform you that the election of the Class Representative(s) of this Department to the Students' Council for the session _____ has been held strictly according to the procedure laid down by you. the following person(s) have been duly elected as our Class Representative(s)

1 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

2 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

3 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

4 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

5 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

6 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

7 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

8 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

9 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

10 _____

son/daughter of Shri _____

Roll No. _____ of _____ Class.

Further, I certify that I have personally verified from original documents, the eligibility of the candidate(s) as required by the Constitution of the Students' Council, and I have duly disposed of all the objections received in connection with this election.

Yours Faithfully,
Assistant Returning Officer/Chairman of the Department
(Seal)

CHECK LIST

Items to be supplied to Assistant Returning Officer/ Presiding officer

- 1 Ballot Paper
- 2 ballot Box
- 3 Forms
- 4 Envelope
- 5 Tape
- 6 Glue
- 7 Pen
- 8 Marker
- 9 Brown Tape
- 10 Carbon Paper
- 11 Stapler

The item no. should be checked as per number of booths.

Items to be received by Assistant Returning officer from Presiding Officers

- 1 Sealed packet of used ballot paper
- 2 Sealed packet of unused ballot paper
- 3 Sealed packet of cancelled ballot paper
- 4 Statement of results
- 5 Used/unused material which is issued

Items to be received by Returning Officer from Assistant Returning Officer

- 1 Statement of Result
- 2 Consolidated list of elected class representatives.