



Mahatma Gandhi University
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No.3110/1/2014/Elen.

19.02.2020

To

The Principals
Govt. / Private (Aided) colleges

Sir/Madam

Sub:-Senate of Mahatma Gandhi University- Filling up of Vacancies – Conducting of Elections from the constituency of Teaching Staff of Govt/Aided Colleges- Instructions - reg.

Ref:-Notification no.3110/1/201/Election Dated 05.02.2020

As per the Notification cited above, it has been decided to conduct elections for filling up the vacancies existing in the Senate of the University. According to the schedule, the election from the constituencies of Teaching Staff of Govt/Aided Colleges shall be conducted on 10.03.2020 from 10.00 A.M. to 01.00 P.M. at the colleges concerned, the Presiding Officers of which shall be the Principals of the respective colleges. You are, therefore, requested to go through the detailed information/instructions given below and observe the same for the conduct of a smooth and fair election in your college:-

1. Election Notification published in the official website of the University (www.mgu.ac.in) shall be downloaded and displayed in the college office prior to the election.
2. Election shall be conducted in colleges concerned on 10.03.2020 from 10.00 A.M. to 01.00 P.M
3. The Principal of the college shall be the Presiding Officer of the Election.
4. The sealed covers containing ballot papers, electoral rolls and other necessary polling materials will be delivered at the college office by the University, at least two days prior to the poll, which shall be received by the Principal of the concerned college.
5. The Principal may appoint the required number of teaching and non-teaching staff from the college to assist him/her in the conduct of the poll.
6. Copies of the letter of intimation shall be supplied to the voters by the Presiding Officer at least one day in advance of the date of polling.
7. If a Polling Officer is absent from a polling station, the presiding officer may appoint any person who is present at the polling station during the absence of the former officer and inform the Returning Officer accordingly.
8. A Polling Officer shall perform all or any of the functions of the Presiding Officer if so directed by the Presiding Officer.
9. Duties of the Presiding Officer and the Polling Officer:-
 - a) It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is fairly taken.
 - b) The Polling Officer shall assist the Presiding Officer in the performance of his functions.

10. Prohibition of canvassing in or near polling station:

No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or within a distance of one hundred meters of the polling station, namely:-

- a) canvassing for votes; or
- b) soliciting the vote of any elector; or
- c) persuading any elector not to vote for any particular candidate; or
- d) persuading any elector not to vote at the election; or
- e) exhibiting any notice or sign for improving his prospects of election.

11. Voting:

- a) Voting shall be by secret ballot in **preferential mode**. No vote shall be given by proxy.
- b) At each polling station there shall be set a separate voting compartment screened from observation by others, for marking the vote.
- c) The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling booth.
- d) Each voter shall be supplied with a ballot paper and a ballot paper cover after ascertaining (a) the identity of the voter and (b) that the person desiring to vote has not already exercised his franchise.
- e) Before issue of the ballot paper, the voter shall sign against his/her name in the copy of the electoral roll kept by the Presiding Officer.
- f) The name and roll number of the elector shall be entered by the Presiding Officer/Polling Officer on the counterfoil of the ballot paper and the ballot paper corresponding to that counterfoil shall be torn off and handed over to the voter along with a ballot paper cover.
- g) The voter who has received the ballot paper shall then proceed to a place screened from observation by others, record his vote in the manner prescribed, fold the ballot paper so as to conceal his markings and then enclose the ballot paper in the ballot paper cover and stick it. The closed ballot paper cover containing the ballot paper shall be deposited in the ballot box kept before the Presiding Officer who shall keep it in safe custody. No ballot paper or ballot paper cover shall be taken away from the polling booth.
- h) If a voter is incapacitated by physical infirmity, it shall be competent for him to record his vote by the hand of the Presiding Officer or his deputy.

12. Closing of poll:

At the close of the hour fixed for the poll or and when all who have reported before him for polling before the close of the hour fixed for the poll have exercised their franchise, the Presiding Officer shall close the poll and shall not thereafter issue ballot paper to any elector.

13. Packing of the ballot paper covers:

Immediately after the close of the poll, the Presiding Officer shall check the total number of ballot papers issued, and the number of ballot paper covers collected against the marked copy of the electoral roll. He shall also prepare a ballot paper account in the form supplied by the Returning Officer. He shall then make into separate packets.

- a) The ballot paper account;
- b) The marked copy of the electoral roll;
- c) The unused ballot papers;
- d) The counterfoils of used ballot papers;
- e) Unused ballot papers covers;

- f) The ballot paper covers containing ballot papers; and
- g) Any other paper directed by the Returning Officer to be kept in a sealed packet.

All the above items shall be separately packed and affixed with the seal of the Presiding Officer.

14. Transmission of ballot papers to the Returning Officer:

The Presiding Officer shall despatch preferably in one bundle the sealed packets referred to in paragraph 13 securely packed by Registered Post with acknowledgement due to the Returning Officer by name on the same day. The bundle shall bear the superscription "Election Papers-Confidential".

Yours faithfully

Ashiq M M Kamal
Joint Registrar II (Admn)
RETURNING OFFICER