

# KOKRAJHAR GOVERNMENT COLLEGE

## *Handbook for Preparation of College Election*

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Prepared by

Dhruba Jyoti Nath

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## Acknowledgement

This book is a compilation of the documents of elections of different years of Kokrajhar Govt. College, Kokrajhar as well as the documents collected from different institutions. Hence, I like to offer my heartiest thanks to each and every person who are involved in this work. I would like to offer my heartiest thanks specially to Mr. Leeladhar Chouhan and Mr. Dhiren Chetry and Ms. Banashree Bharadwaj who worked constantly for a couple of years in conducting college elections.

I am thankful to Dr. Binoy Kr. Brahma, Principal and Election Commissioner of KGCSU, Kokrajhar Govt. College, Kokrajhar who always encouraged me in compiling this book.

I feel great pleasure to convey my profound gratitude to the respected Vice-Principal, Kokrajhar Govt. College, Kokrajhar for his valuable suggestions for preparing this book.

I am also thankful to my wife Mrs. Ritamani Das, Astd. Professor, Dept. of Education, Kokrajhar Govt. College for her support and cooperation in this work.

10/11/2017  
Kokrajhar

Dhruba Jyoti Nath

## **J.M. Lyngdoh Recommendations**

**For the smooth conduct of the college/university students' union election**

**ITEM NO.6**

**COURT NO.5**

**SECTION: XIA**

**SUPREME COURT OF INDIA**  
**RECORD OF PROCEEDINGS**

Petition(s) for Special Leave to Appeal (Civil) No(s).24295/2004  
(From the judgement and order dated 24/06/2004 in WP No. 30845/2003  
of The HIGH COURT OF KERALA AT ERNAKULAM)

UNIVERSITY OF KERALA  
Petitioner(s)

VERSUS COUNCIL, PRINCIPALS' , COLLEGES, KERALA &ORS  
Respondent(s)

(With prayer for interim relief and office report)  
WITH SLP(C)NO. 24296-24299 of 2004  
(With prayer for interim relief and office report)

Date: 22/09/2006 These petitions were called on for hearing today.

CORAM :

HON'BLE MR. JUSTICE ARIJIT PASAYAT

HON'BLE MR. JUSTICE LOKESHWAR SINGH PANTA

For Petitioner(s)	:	Mr. R. Sathish,Adv.
For Respondent(s)	:	Mr. Gopal Subramaniam, A.S.G.
Union of India	:	Mr. Abhishek Tewari,Adv.
		Mr. P. Parmeswaran,Adv.
		Mr. E.M.S. Anam,Adv.
		Mr. K.R. Sasiprabhu,Adv.
		Mr. G. Prakash,Adv.
		Mrs. Beena Prakash,Adv.
		Mr. K.D. Dileep Kumar,Adv.
		Mr. T.G.Narayanan Nair,Adv.
		Mr. M.P. Vinod,Adv.
		Mr. Ajay K. Jain,Adv.
		Mr. Sajith P.,Adv.
		Mr. M.K. Michael,Adv.
		Mr. S.M. Jadhav,Adv.
		Mr. K. Rajeev,Adv.
		Mr. M.K.D. Namboodiri,Adv.

UPON hearing counsel the Court made the following

O R D E R

Heard.

We have perused the Report of the Committee constituted by the Ministry of Human Resource Development, Government of India in terms of the order of this Court dated 12.12.2005. The Committee headed by Mr. J.M. Lyngdoh has submitted the Report making recommendations and suggestions relating to Students' Union Elections. We are, prima-facie, of the view that the recommendations need acceptance and as an interim measure, we direct the following recommendations to be implemented, subject to such modifications indicated hereinafter. The recommendations are:-

- 6.1.1 Universities and colleges across the country must ordinarily conduct elections for the appointment of students to student representative bodies. These elections may be conducted in the manner prescribed herein, or in a manner that conforms to the standards prescribed herein.
- 6.1.2 Where the atmosphere of the university campus is adverse to the conduct of peaceful, free and fair elections, the university, its constituent colleges and departments must initiate a system of student representation based on nominations, especially where elections are being held at present. It would be advisable, however, not to base such nomination system on purely academic merit, as is being practiced throughout the country.
- 6.1.3 In cases where elections are not being held, or where the nomination model prevails, the nomination model should be allowed to continue for a limited period of time. It is to be noted that the nomination system suffers from several flaws, and must only be resorted to as an INTERIM MEASURE.
- 6.1.4 Subject to the recommendations in respect of the possible models of elections, all institutions must, over a period of 5 years, convert from the nomination model to a structured election model, that may be based on a system of parliamentary (indirect) elections, or on the presidential (direct) system, or a hybrid of both. It is highly desirable that all institutions follow this mechanism of gradual conversion, especially for privately funded institutions that prefer a status quo situation.
- 6.1.5 All institutions must conduct a review of the student representation mechanism. The first review may be conducted after a period of 2 years of the implementation of the mechanism detailed above, and the second review may be conducted after the 3rd or the 4th year of implementation. The primary objective of these reviews will be to ascertain the success of the representation and election mechanism in each individual institution, so as to decide whether or not to implement a full-fledged election structure. Needless to say these reviews will be based on a consideration of the views and suggestions of all stakeholders, such as students, faculty, administration, student bodies, and parents.
- 6.1.6 Institutions must, as a primary objective, subject to the pertinent issue of discipline on campus, seek to implement a structured system of student elections by the conclusion of a period of 5 years from the date of the implementation of these recommendations.

- 6.1.7 Subject to the autonomy of the universities in respect of the choice of the mode of election, all universities must institute an apex student representative body that represents all students, colleges, and departments coming under the particular university. In the event that the university is geographically widespread, individual colleges may constitute their own representative bodies, which would further elect representatives for the apex university body.
- 6.1.8 The union/representative body so elected shall only comprise of regular students on the rolls of the institution. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body.

## **6.2 Modes of Elections**

- 6.2.1 A system of direct election of the office bearers of the student body whereby all students of all constituent colleges, as well as all students of the university departments vote directly for the office bearers. This model may be followed in smaller universities with well-defined single campuses (for e.g. JNU/University of Hyderabad), and with a relatively smaller student population. A graphic representation of this model is annexed herewith at **Annexure IV-A**. In respect of universities with large, widespread campuses and large student bodies, either of the following models may be adopted:
- 6.2.2 A system of elections, where colleges and campuses directly elect college and campus office bearers, as well as university representatives. The university representatives form an electoral college, which shall elect the university student union office bearers. A graphic representation of this model is annexed herewith at **Annexure IV-B**.
- 6.2.3 A system of elections where on one hand, directly elected class representatives elect the office bearers of the college as well as the university representatives, and the campus itself directly elects the campus office bearers and the university representatives. The university representatives shall form an electoral college, which shall elect the office bearer of the university student union. A graphic representation of this model is annexed herewith at **Annexure IV-C**.
- 6.2.4 A system of election wherein class representatives shall be directly elected in the colleges and universities campus and they in turn shall elect the office bearers for the college unions and the university campus union. Also they shall elect their representatives for university student union. These elected representatives from colleges and university campus shall form the Electoral College, which shall elect the office bearers of the university student union. This model shall be applicable to large university with large number of affiliated colleges. A graphic representation of this model is annexed herewith at **Annexure IV-D**.
- 6.3 Disassociation of Student Elections and Student Representation from Political Parties.
- 6.3.1 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 organisation, violating this

rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

#### **6.4 *Frequency and Duration of the Election Process.***

6.4.1 It is recommended that 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, should not exceed 10 days.

6.4.2 It is further recommended that elections be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session.

#### **6.5 *Eligibility Criteria for Candidates***

6.5.1 Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years.

6.5.2 For Post Graduate Students the maximum age limit to legitimately contest and election would be 24 – 25 years.

6.5.3 For research Students the maximum age limit to legitimately contest an election would be 28 years.

6.5.4 Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.

6.5.5 The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.

6.5.6 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.

6.5.7 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 misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.

6.5.8 The candidate must be a regular, full time student of the college / 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.

#### **6.6 *Election - Related Expenditure and Financial Accountability***

6.6.1 The maximum permitted expenditure per candidate shall be Rs. 5000/-

6.6.2 Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college / university authorities. The college/university shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

6.6.3 The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

6.6.4 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 other sources than voluntary contributions from the student body.

### **6.7 Code of Conduct for Candidates and Elections Administrators**

6.7.1 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, religious or linguistic, or between any group(s) of students.

6.7.2 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.

6.7.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.

6.7.4 All candidates shall be prohibited from indulging or abetting, all 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 within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

6.7.5 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.

6.7.6 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.

6.7.7 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.

- 6.7.8 No candidate shall, nor shall his/her supporters, deface or cause any destruction to 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.
- 6.7.9 During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings 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 college / university authority.
- 6.7.10 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 6.7.11 On the day of polling, student organizations and candidates shall :-
- (i) 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;
  - (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - (iii) not hand out any propaganda on the polling day.
- 6.7.12 Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college / university authorities shall enter the polling booths.
- 6.7.13 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.
- 6.7.14 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 6.7.15 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.

6.7.16 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.

### **6.8 Grievance Redressal Mechanism**

6.8.1 There should be a Grievances Redressal Cell with the Dean (Student Welfare) / teacher in charge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.

6.8.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell

6.8.3 In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:

- (i) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
- (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

6.8.4 Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

6.8.5 The Grievance cell may dismiss a complaint if:

- (i) the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;

- (ii) the complaint fails to state a cause of action for which relief may be granted;
  - (iii) the complainant has not and / or likely will not suffer injury or damage.
- 6.8.6 If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- 6.8.7 The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
- 6.8.8 At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.
- 6.8.9 All Grievance cell hearings, proceedings, and meetings must be open to the public.
- 6.8.10 All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- 6.8.11 For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.
- 6.8.12 The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
- Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted the the Grievance cell Chair for the purpose of testifying by proxy.
  - All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
  - There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.

- Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- The complaining party shall bear the burden of proof.
- Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.
- If the decision of the Grievance cell is appealed to the institutional head , the Grievance cell must immediately submit its ruling to the commission.
- The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
- Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been will fully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary

appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.

- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
- The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

### **6.9 *Maintaining Law and Order on the Campus during the Election Process***

6.9.1 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 12 hours after the alleged commission of the offence.

### **6.10 Miscellaneous Recommendations**

6.10.1 Student representation is essential to the overall development of students, and, therefore, it is recommended that university statutes should expressly provide for student representation.

6.10.2 Student representation should be regulated by statute (either a Central Statute, State Statute or individual university statutes), incorporating the recommendations prescribed herein.

6.10.3 The institution should organize leadership-training programs with the help of professional organizations so as to groom and instil in students leadership qualities.

6.10.4 In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.

**RULES REGARDING CONDUCT OF ELECTIONS OF THE OFFICE  
BEARERS OF STUDENTS' UNION OF  
KOKRAJHAR GOVT. COLLEGE.**

1. The Principal shall work as Election Commissioner for the Students' Union election.
2. The Election Commissioner shall appoint a senior teacher as Returning Officer for smooth conduct of the election.
3. The Electoral College for elections will consist of all students admitted to various courses of study in college Students' Union upto One day before the election notification.
4. All Elections will be held by Secret Ballot.
5. The Election Commissioner shall issue a complete schedule of elections giving therein the date and time for filing nominations, scrutiny of nominations, the authority with whom nominations are to be filed, the date for withdrawal of nomination and the date and time of holding the elections and other instructions, etc. if any.
6. At least One week's time will be given for inviting nominations and there will be gap of atleast 5 days between the publication of the final list of valid nominations after withdrawals, if any and the date of elections.
7. Forms for nominations to various offices will be prescribed by the Election Commissioner .
8. Nominations for the posts of Office-bearers will be filed at the Office of the Returning Officer, who will scrutinize the nominations at his office and put up on the Notice Board the final list of candidates for election of Office-bearers after withdrawals, if any.
9. The Chief Election Officer may issue necessary directions to the Election Officers for the smooth and orderly conduct of elections.

## **ROLE OF RETURNING OFFICER: BROAD OUTLINES OF DUTIES**

1. The Returning Officer, are primarily responsible for the conduct of election. The main items of your work in that regard are briefly mentioned as below: -

### **PREPARATION FOR THE POLL**

1. Drawing up an action plan, well in advance, an Election Plan in consultation with all the authorities concerned specifying different tasks, deadline, strategy and plans to meet it.
2. Identifying suitable venues for training, storage, preparation and dispatch of material, receipt of material after poll and counting locations.
3. Printing of electoral roll at least two days before the notification of election.

### **TRAINING**

1. Identifying the training venues.
2. Identifying Master trainers.
3. Arranging for the training of Polling Personnel, and Counting Staff etc.

### **PROCESSING OF NOMINATION PAPERS**

1. Receiving of nomination papers, security deposits, etc.;
2. Administering oath or affirmation to candidates after they have filed their nomination papers;
3. Scrutiny of nomination paper;
4. Recording of reasons in brief for rejecting any nomination paper;
5. Receiving of notices for withdrawal of candidatures;
6. Preparation and publishing of notice of nominations, list of validly nominated candidates and list of contesting candidates;

### **BALLOT PAPER- PRINTING AND DISTRIBUTION**

1. Assessing the requirements, and ensuring printing and supply of Ballot Papers.

### **CONFIDENCE BUILDING MEASURES**

1. Establishing contact with the contesting candidates and political parties to ensure free, fair and smooth election;
2. Convening of meeting with Candidates to discuss common problems relating to conduct of election, review of law and order situation, enforcement of code of conduct, etc.;

### **DISPATCH OF POLLING PARTIES AND ELECTION MATERIALS**

1. Make Polling Station wise kits.
2. Distribute the material to the polling parties.
3. Dispatch of polling parties for the conduct of poll

**POLL DAY**

1. Mock Poll to start one hour before schedule time of poll start. Mock poll certificate from each presiding officer.
2. Information to reach RO immediately if no polling agents/polling agents of only one candidate are present.
3. Adequate mechanism for monitoring and supervision of poll.
4. Proper arrangement for same day inquiry report and action on complaints.
5. One hourly reporting of turnout separately for male, female.
6. Immediate action and report on significant incidents.

**COLLECTION**

1. All arrangements as in the case of dispatch.
2. Separate counter for receipt of material from polling stations with complaints/incidents.'
3. Collection and compilation of Presiding Officer's Diary and additional information sheet from Presiding Officers.
4. Sealing of strong room in the presence of candidates or their representatives.
5. Presiding Officers diary and other documents should be kept in a separate strong room so that they can be taken out at the time of scrutiny.

**COUNTING AND DECLARATION OF RESULT**

1. Randomisation of Counting Personnel.
2. Identifying counting hall and arranging everything required for the counting day.
3. Counting of votes and dispatch of the results to CEO and ECI;
4. Declaration of result;
5. Overall supervision of counting work.

## **BRIEF GUIDELINES FOR THE PRESIDING OFFICERS/ POLLING OFFICERS**

*(Partially shortlisted from the Handbook of PO, ECI)*

1. Maintain close relation with members of your Polling Party.
2. Unless there is team work, your task becomes more difficult.
3. Ensure that all the Polling materials have been given to you.
4. Check-up ballot papers, Ballot box, marked copies of electoral roll, arrow cross mark rubber stamp for voting, paper seal, sealing wax, distinguishing mark stamp, etc.
5. Compare marked copies of Electoral Roll and see that both are identical.
6. See that deletions of names and corrections as per supplement have been incorporated.
7. All papers of working copies of Roll are serially numbered in manuscript.
8. Arrive at least 45 minutes before Poll at the Polling Station.
9. Ensure separate entrance and exit for voters at Polling Station.
10. On the day of Poll, display outside your Polling Station.
11. A notice specifying the Polling area.
12. A copy of the list of contesting candidates.
13. Start preparation of Ballot Box at least 15 minutes before Poll.
14. Take signatures of Polling agents and put your signature on white surface of paper seal.
15. Address Tag outside the Box should show the serial number of the Box and the total number of Box/Boxes used.
16. One Ballot Box should be used at a time.
17. Sign your name in full on the Ballot paper.
18. Obtain signature or thumb impression of voters on the Register of voter and then only issue Ballot paper.
19. Do not issue Ballot paper unless signature is given by Elector.
20. Allow Polling agents to see the bundles of ballot papers and note the first and last serial number of Ballot paper and also the serial number of defective Ballot paper.
21. Sign and read out declaration at the commencement of Poll.
22. Make declaration again for use of subsequent box/boxes.
23. Commence the Poll at the Stroke of hour fixed for the purpose.

## MASTER PLAN OF THE ELECTION TO KGCSU

<b>Appointment of Election Committee to KGCSU</b>		
<b>Activities before the notification of Election</b>		
<i>Day</i>	<i>Activities</i>	<i>Remarks</i>
Day 0	First Meeting of the Election Committee to finalize the Preparation and Plan of the election.	<ul style="list-style-type: none"> <li>• To finalize the date of election and other related activities.</li> <li>• Make arrangement for preparation of Electoral Roll.</li> <li>• Preparation of election notification and code of conduct.</li> <li>• Prepare requisition for office stationeries.</li> </ul>
<b>Activities on and after the day of notification of Election</b>		
Day 1	a) Notification of the election. (Annexure-1)	<ul style="list-style-type: none"> <li>• Circulate the Rules of election (Annexure-2)</li> <li>• Circulate the guideline of the eligibility of candidate (Annexure-3)</li> <li>• Four days should be given for nomination submission.</li> </ul>
	b) Receive of Application for issue of Nomination Paper. (Annexure-4)	<ul style="list-style-type: none"> <li>• After receiving application, it should be check about the eligibility of the candidature.</li> </ul>
	c) Publication of Primary Electoral Roll (Annexure-5)	<ul style="list-style-type: none"> <li>• 4 days should be given to the electors for any omission and commission of the voters.</li> </ul>
	d) Requisition of Election Materials (Annexure-6)	
	e) Issue of Nomination Paper from Day 1 onwards. (Annexure-7)	<ul style="list-style-type: none"> <li>• If the Returning Officer is satisfied by the information provided by the candidate, he/she should issue a nomination paper.</li> <li>• Nomination paper should be issued with a charge of the same as decided by the RO.</li> </ul>
Day 2	a) Information to Local Police seeking security deployment on the date of election and counting. (Annexure-8 )	
	b) Appointment of Office staff. (Annexure-28, 28 A)	
	c) Preparation for Appointment of Presiding and Polling Officers. (Annexure-9 )	
	d) Preparation for Appointment of the Counting Personals. (Annexure-10)	
Day 3	a) Preparation of Register of voters (Annexure-11)	According to the Voting Booth

	b) Preparation of Forms (Annexure-12/13/14/15/16)	According to the Voting Booth
Day 4	a) Last Date of Submission of Nomination Paper. Upto 1.00 PM	
	b) Scrutiny of nominations At 2:30 PM (Annexure-17) and (Annexure-18)	Scrutiny of nomination paper can be processed in presence of the Candidate and Election Agent or both. (Sl. No. 4 of the Scrutiny of Handbook for candidates, ECI, GOI)
	c) Declaration of the Eligible Candidates. (Annexure-19)	
	d) Last date and time for correction/ addition/ deletion in the preliminary electoral roll	
Day 5	a) Withdrawal of Nomination Paper in the first Half of the day.	Upto 1.00 PM
	b) Declaration of the Contesting candidates. (Annexure-20)	At 2.00 PM
	c) Publication of final electoral roll	At 4.00 PM
	d) Preparation of Ballot Paper (Annexure-21)	
Day 6	a) Submission of name of polling agents ((Annexure-23)	
	b) Distribution of Appointment letters of Presiding and Polling Officers. (Annexure-9 )	
	c) Distribution of Appointment of the Counting Personals. (Annexure-10)	
	d) Preparation and distribution of ID of Polling Personals. (Annexure-26)	
	e) Preparation and distribution of ID of Counting Personals. (Annexure-27)	
Day 7	a) Preparation and distribution of ID of candidates, Election Agents and Polling Agents. (Annexure-24)	
	b) Preparation of ID of counting Agents. (Annexure-25)	
	c) Training of the Pooling personals. (Annexure-29)	<ul style="list-style-type: none"> <li>• 1.15 PM to 2PM</li> </ul>
	d) Training of the Counting Personals. (Annexure-30)	<ul style="list-style-type: none"> <li>• 2.15 PM to 3PM</li> </ul>
Day 8	a) Preparation of Voting Booth (Annexure-31)	<ul style="list-style-type: none"> <li>• 1.00 PM onwards</li> </ul>
	b) Open Debate Session	<ul style="list-style-type: none"> <li>• 1.00 PM onwards</li> <li>• Arrange adequate sound system with temporary stage for debate.</li> <li>• Appoint one speaker to conduct</li> </ul>

		the program smoothly.
	c) Packaging of Election materials	<ul style="list-style-type: none"> <li>• As per Annexure 16</li> </ul>
	d) End of Election campaign	<ul style="list-style-type: none"> <li>• Any sort of campaigning is closed after 6.00 PM</li> </ul>
Day 9	<b>Date of Election</b>	<ul style="list-style-type: none"> <li>• From 9.30 AM to 3.00 PM</li> </ul>
Day 10	<b>Date of Counting</b> (As per Annexure-32)	<ul style="list-style-type: none"> <li>• 9.30 AM to 1.30 PM</li> <li>• Annexure-33, 34, 35, 36, 37</li> </ul>
Date should be mentioned by the Principal	<b>Oath taking ceremony (Annexure 40)</b>	<ul style="list-style-type: none"> <li>• Acceptance of the Audit report.</li> <li>• Dissolve the old body.</li> <li>• Oath taking of the new body members</li> <li>• Distribution of Certificate to winners</li> <li>• Distribution of certificate to losers.</li> <li>• Handling and taking over charges.</li> <li>• Etc.</li> </ul>

**Annexure-1**

OFFICE OF THE ELECTION COMMISSIONER/PRINCIPAL  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

Ref. No. ....

Date: .....

**ELECTION NOTIFICATION**

Sub: - Election to Kokrajhar Govt. College Students' Union, 20.....-....

It is hereby notified under Article 3 of the Constitution of Kokrajhar Govt. College Students' Union that an election will be held to elect the following office bearers of Kokrajhar Govt. College Students' Union, 201\_-1\_.

Sl. No.	Name of Portfolio	No. of seats
1	VICE PRESIDENT	1
2	GENERAL SECRETARY	1
3	ASSTT. GENERAL SECRETARY	1
4	LITERARY SECRETARY	1
5	MAJOR GAMES SECRETARY	1
6	MINOR GAMES SECRETARY	1
7	CULTURAL SECRETARY	1
8	MUSIC AND SONG SECRETARY	1
9	DEBATE AND SYMPOSIUM SECRETARY	1
10	SOCIAL SERVICE SECRETARY	1
11	BOYS' COMMON ROOM SECRETARY (Reserved for male candidate)	1
12	GIRLS' COMMON ROOM SECRETARY (Reserved for female candidate)	1

The office bearers mentioned at Sl. Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 are to be elected by and from the entire student community of the college. However, the election to the post of Boys' Common Room Secretary (Sl. No. 11) shall be elected by the entire student community of the college from among the male students only and the election to the post of Girls' Common Room Secretary (Sl. No. 12) shall be elected by the entire student community of the college from among the female students only.

Only those full-time regular students whose names are on the Electoral Roll are eligible to take part in the election (see eligibility criteria for contesting candidates).

Requests, if any, for making any correction, alteration or deletion in the Electoral Roll shall be submitted to the Returning Officer within the time limit fixed.

Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. The eligibility criteria prescribed by the Honourable Supreme Court of India shall strictly be followed.

Every nomination shall be in the prescribed form and shall be made by an elector in writing, and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the College Union, if elected.

The candidate shall furnish the required declarations on the Nomination Paper. The Nomination paper in sealed covers must be caused to be deposited in the box kept by the Returning Officer in his office on or before 2.00 p.m. on \_\_\_\_\_. Copies of the Nomination Paper are available in the Office of the Returning Officer.

Any candidate may withdraw his/her candidature by notice in writing signed by him/her and delivered in person or through messenger to the Returning Officer on or before 11.00 a.m. on \_\_\_\_\_. Withdrawal once made shall be final. The candidates or their agents, if any, appointed in writing and approved by the Returning Officer alone shall be permitted to be present on the occasions of scrutiny of nominations, polling and scrutiny and counting of votes. The Identity Cards shall be produced on the above occasions and while turning up for voting.

A student can obtain nomination paper on written application duly signed by him/her from the Returning Officer on payment of Rs. 100/- (Rupees One hundred) only per set from the date of issue of the same.

The schedule for the election is given below:

**COLLEGE UNION ELECTION SCHEDULE 201\_\_\_\_\_**

- |   |   |  |
|---|---|--|
| 1. Date of Notification   | : | Day 1, 10.30 AM                              |
| 2. Issue of Nomination Paper  | : | Day 1 to Day 4<br>(From 12.30 PM to 2.30 PM) |
| 3. Publication of Preliminary electoral roll  | : | Day 2, 2.30 PM                               |
| 4. Last date and time for correction/ addition/<br>deletion in the preliminary electoral roll | : | Day 5, 1.00 PM                               |
| 5. Publication of final electoral roll  | : | Day 6, 4.00 PM                               |
| 6. Last date and time for filing nominations  | : | Day 4, 1.00 PM                               |
| 7. Scrutiny of nominations  | : | Day 4, 2.30 PM                               |
| 8. Publication of valid list of nominations   | : | Day 4, 4.30 PM                               |
| 9. Withdrawal of Nomination Paper   | : | Day 5, till 2.00 PM                          |
| 10. Publication of final list of contesting candidates :                                      | : | Day 5, 4.00 PM                               |
| 11. Date of Open debate   | : | Day 8, at 1.00 PM                            |
| 12. Date of election  | : | Day 9<br>(From 9.30 AM to 3.00 PM)           |
| 13. Counting of votes and declaration of result: :  | : | Day 10 (10 AM onwards)                       |

Principal/Election Commissioner  
Kokrajhar Govt. College  
Kokrajhar

**Annexure-2****Rule and Regulations**

1. General Rule and Regulations for free and fair election:
  - i. Once in the beginning of each academic session on such date as fixed by the Principal, election shall be held to different portfolios of the college union provided that normal conditions prevail.
  - ii. At least 7 days notice shall be given for the election. The election shall be conducted by the Principal or his nominee by Secret Ballot.
  - iii. Nominations to such elections duly seconded shall be invited by the Principal to reach him in writing on or before a prescribed date not less than four days before the date of election. Such nomination should contain the consent of the nominees concerned. No student shall be a proposer or a seconder in more than one nomination paper for any one post. Nomination forms for the election will be available from the office on payment of necessary fees for each form, as decided by the Principal.
  - iv. No member of the Union is eligible to contest for more than one portfolio of the Union.
  - v. Every member of the Union has the right to vote in every election but no member shall give more than one vote for each of the portfolios to be filled.
  - vi. Elections shall be conducted and votes recorded and attested in such manner as the Principal shall determine.
  - vii. The Candidate obtaining largest number of votes shall be declared elected.
  - viii. In case of equality of votes between any two or more candidates the election of the successful candidate will be decided by lottery.
  - ix. Code of conduct for candidates and others :-

The following code of conduct has been prescribed for the candidates and voters, the violation of which shall entail cancellation of candidature, abrogation of voting right and/or other forms of punishment as per law.

    - a) If a candidate takes recourse to violence and intimidation possesses lethal weapons and prevents other candidates from filling nomination his candidature shall summarily be rejected.
    - b) If a voter indulges in violence, possess lethal weapons and prevents other candidates and voters from participating in the election processes, he shall be liable to punishment as per law.
    - c) Disfiguring the walls and rooms of the college buildings, compound walls and other public building is prohibited. Such acts will be considered an election offence and the penalty be imposed will be decided by the Principal. No plea regarding disfiguring walls, college building and public building by some body else will be entertained. Penalty may be made by imposition of fine or invalidation of nominations.

In respect of such matters as under ix(a), ix(b) and ix(c) of this article the decision of the Principal shall be final and binding.

**2. RULES FOR RECOUNTING :**

- a) There can be recounting of votes for a particular office if two candidates secure a difference of 10(ten) or less than 10(ten) votes and appeal for recounting by any of them.
- b) Any candidate who wants recounting of the votes as per 2(a) submit an application to the Principal within 24 hours of the declaration of result.
- c) The application for recounting must necessarily be accompanied with a receipt of Rs.100/- (Non-refundable) deposited at the college counter.
- d) On close scrutiny of the complaint if it is to the satisfaction of the election committee the complainant will be asked to deposit Rs. 100/- (Rupees one hundred only) as fees for recounting.
- e) If the candidate wins the election through recounting the deposit of Rs. 100/-will be refunded otherwise he will forfeit the claim for the said amount.
- f) During recounting only the contestants for the post for which recounting is made will be allowed to be present.
- g) The decision of the Principal pertaining to the matters of election is final.

**Annexure-3****OFFICE OF THE RETURNING OFFICER  
ELECTION TO KGCSU, 201\_  
KOKRAJHAR GOVERNMENT COLLEGE, KOKRAJHAR**

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***ELIGIBILITY CRITERIA FOR THE CANDIDATES TO CONTEST KGCSU ELECTION, 201....***

To be eligible to contest the election to KOKRAJHAR GOVT. COLLEGE STUDENTS' UNION, 201..... a candidate must fulfill the following criteria:

1. The candidate must be regular and full time student of the college.
2. He/ She must have **75% (seventy five percent) attendance** in the classes from 1st August, 2018 to 31<sup>st</sup> August, 2018. Attendance of EVS class is exempted.
3. The candidate contesting the election **should not have any academic arrear/ arrears** for the classes from which he/ she is contesting.
4. He/ She must be within the **age group of 17 to 22 years** on the date of filling the nomination paper.
5. Regular and full time students of TDC-1st Semesters and 3<sup>rd</sup> Semester ( both from science and arts ) are eligible to contest the election for office bearer ( Executive Member )
6. Regular students of TDC-1st Semesters, 3<sup>rd</sup> Semester and 5<sup>th</sup> Semester (both from science and arts) classes are eligible for Class Representatives.
7. The Election of KGCSU is held under the jurisdiction of Gauhati University. The students of HS I & II year are debarred from contesting the election for the post of office bearers. They are eligible for exercising their right to vote for all categories of election.
8. The students of PG classes of Kokrajhar Govt. College are also entertained to cast their votes in the ensuing election to KGCSU 201.... But they are debarred from contesting the election for the post of office bearers.
9. The candidate **must not be a Financial Defaulter** in the college.
10. The candidates contesting the election **must not have any Criminal Record**.
11. Over writing/use of correcting fluid on the nomination paper will lead to **cancellation** of nomination paper.

Returning Officer  
Election to KGCSU 201....  
Kokrajhar Govt. College

**Annexure-4**

**Office of the Returning Officer**  
**KGCSU Election 20..**  
**KOKRAJHAR GOVT. COLLEGE**

### Booth-wise distribution of voters

Booth	Sl No	Class	No. of voters	Total voters	Ballot papers
Booth- A (Room No. 1)	1	HS-I(Arts)	349	455	0001-0100 0101-0200 0201-0300 0301-0400 0401-0500
	2	HS-II (Science)	106		
Booth-B (Room No. 4)	1	HS-I (Science)	128	485	0501-0600 0601-0700 0701-0800 0801-0900 0901-1000
	2	HS-II (Arts)	357		
Booth-C (Room No. SB-1)	1	Sem-I (Science)	129	670	1001-1100 1101-1200 1201-1300 1301-1400 1401-1500 1501-1600 1601-1700
	2	Sem-V (Arts)	423		
	3	Sem-V (Science)	118		
Booth-D (Room No. 23)	1	Sem-I (Arts)	482	596	1701-1800 1801-1900 1901-2000 2001-2100 2101-2200 2201-2300
	2	PG Sem-I, English	20		
	3	PG Sem-III, English	25		
	4	PG Sem-I, Chemistry	11		
	5	PG Sem-III, Chemistry	14		
	6	PG Sem-III, Bodo	33		
	7	PG Sem-I, Maths	4		
	8	PG Sem-III, Maths	7		
Booth-E (Room No. AB-4)	1	Sem-III (Arts)	522	683	2301-2400 2401-2500 2501-2600 2601-2700 2701-2800 2801-2900 2901-3000
	2	Sem-V (Science)	161		

**Returning Officer**  
**KGCSU Election, 20.....**

**Annexure-5**

**ELECTORAL ROLL OF KGCSU ELECTION  
KOKRAJHAR GOVT COLLEGE  
SESSION:-201\_-1\_  
CLASS:- \_\_\_\_\_**

SI. NO	ROLL NO	NAME OF STUDENTS	REMARK
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Annexure: 6**

Office of the Returning Officer  
**Election to KGCSU, 20....**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No. ....

Date .....

To,  
 The Principal/ Election Commissioner  
 KGCSU Election 2018  
 Kokrajhar Govt. College, Kokrajhar

Subject: Requisition of materials for the office of the Returning officer of Election to KGCSU 2018

Madam,

I am pleased to submit herewith the list of materials required for the smooth conduct of the Election to KGCSU 2018.

Sl. No.	Particulars	Quantity
1	Register (No-3)	5 copies
2	Stapler (No-10)	3 Nos.
3	Stick file (A-4 size )	1 Pkt
4	RO seal (Sample attached)	2 pcs
5	Ball pen (Blue)	1 dozen
6	Ball Pen (Red)	1 dozen
7	Paper (Size A4)	3 Pkts
8	Paper (Size –Legal)	1 Pkt
9	Tonner for HP Printer (model Laserjet P1108)	1 No

You are requested to take necessary action for the supply of the same.

Yours faithfully,

Extract copy enclosed

Returning Officer,  
 KGCSU Elections,20....  
 Kokrajhar Govt. College

**Annexure-6A**

Office of the Returning Officer  
**Election to KGCSU, 20.....**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No. ....

Date .....

To,  
 The Principal/ Election Commissioner  
 KGCSU Election 20.....  
 Kokrajhar Govt. College, Kokrajhar

Subject: Requisition of materials for polling booths of Election to KGCSU 20.....

Madam,

I am pleased to submit herewith the list of materials required for the smooth conduct of the Election to KGCSU 2018.

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity</u></b>
1.	Ballot Box .....	1(One) x 5 = 5
2.	Voting Stamps .....	5 (Five) x 5 = 25
3.	Hard Board .....	4(Four) x 5 = 20
4.	Ink Pad .....	5(Five) x 5 = 25
5.	White Paper (Blank) .....	1 Pkt (A4 size)
6.	Marking Cloth .....	.....
7.	Match Box .....	1(One) x 5 = 5
8.	Lock and Key .....	1(One) set x 5 = 5
9.	Candle .....	2(Two) x 5 = 10
10.	Sealing Wax .....	1(One) Packet x 5 = 5
11.	Ball Pen .....	6 (Six) x 5 = 30
12.	Envelope .....	5(Five) x 5 = 25
13.	Needle & Thread real .....	1(One) set x 5 = 5
14.	Scissor .....	1(One) x 5 = 5
15.	Presiding Officer's Stamp .....	1(One) x 5 = 5
16.	Polling officer's stamp .....	1(One) x 5 = 5
17.	Gum Paste .....	1(One) x 5 = 5
18.	Scale (Steel) .....	1(One) x 5 = 5
19.	Basket .....	1(One) x 5 = 5

Returning Officer,

Election to KGCSU, 201\_\_  
 Kokrajhar Govt. College

*Annexure-7*

## **NOMINATION PAPER**

**For the Election to  
KOKRAJHAR GOVT. COLLEGE STUDENTS' UNION, 20...-...**



**Kokrajhar Govt. College**

**Kokrajhar, Assam**

Issue No..... issued by .....

**NOMINATION PAPER**  
**FOR ELECTION TO**  
**KOKRAJHAR GOVT. COLLEGE STUDENTS' UNION, 201...**  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR, BTC, ASSAM**

*(Please read the election notification carefully before filling up this Nomination form. Furnish correct and full information. It is the responsibility of the proposer, seconder and the candidate to submit the nomination paper, complete in every respect, to the Returning officer within the time limit.)*

Stamp size  
photo of  
candidate  
(2 copies)

**Part I : Nomination of the Candidate**

I do hereby nominate the following person as a candidate for election to the below mentioned Portfolio of the College Students' Union.

1. Name of the PORTFOLIO: \_\_\_\_\_

2. Name of CANDIDATES: \_\_\_\_\_

(In capital letter)

3. Class: \_\_\_\_\_ Roll No. \_\_\_\_\_ Stream: \_\_\_\_\_

4. Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

5. Contact No: \_\_\_\_\_

Date: \_\_\_\_\_

***Signature of the Proposer***

Documents (Photocopy) to be submitted by the candidate:

1. Age Proof Certificate – HSLC Admit Card/Pass Certificate.
2. Latest Mark sheet/ Grade sheet received (for the candidates of TDC Semester III only).
3. Admission Money Receipt for current year.
4. Identity Card.

Documents (Photocopy) to be submitted by the Proposer and Seconder:

1. Admission Money Receipt for current year.
2. Identity Card.

Name of PROPOSER  
(In capital letter)

\_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

Stream: \_\_\_\_\_

**Part II Seconding the Candidature**

I do hereby second the nomination of the above candidate.

Date: \_\_\_\_\_

*Signature of the Seconder*

Name of SECONDER (In capital letter) \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

Stream: \_\_\_\_\_

**Part III – Consent and Declarations of the Candidate**

- I. I, ..... (Name of the Candidate) agree to serve on the College Union, if elected.
- II. I hereby declare that:
  - (1) I am within the age limit prescribed in the election notification for contesting the election.
  - (2) I am a full time regular student of the course.
  - (3) I have no academic arrears as on date. I have passed all the examinations the results of which have been declared and have not absented from any of the examinations the results of which are to be declared.
  - (4) I have attained the minimum percentage of attendance prescribed by the University for the course of study or 75%, whichever is higher.
  - (5) I have been/have not been subjected to disciplinary proceedings by the University. *(Strike off whichever is not applicable. If subjected to disciplinary proceedings, give full details of the case)*  
 .....  
 .....
  - (6) I am contesting for post of office bearer for the .....time for the post of Executive Committee.

(7) I will follow the code of conduct for candidates.

(8) I have not been tried and /or convicted of any criminal offence or misdemeanor.

Date: \_\_\_\_\_

*Signature of the Candidate*

Name of the candidate (In capital letter) \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

Stream: \_\_\_\_\_

---

**ATTENDANCE**

---

<i>Name of Subjects</i>						<i>Average attendance</i>
<i>% of attendance</i>						
<i>Signature of HoD</i>						

---

**DECISIONS OF THE RETURNING OFFICER**

---

Accepted / Rejected

(Signature of the Returning Officer)  
Election to KGCSU, 201.....  
Kokrajhar Govt. College,  
Kokrajhar

**ELIGIBILITY CRITERIA FOR THE CANDIDATES TO CONTEST KGCSU ELECTION, 201....**

To be eligible to contest the election to KOKRAJHAR GOVT. COLLEGE STUDENTS' UNION, 201..... a candidate must fulfill the following criteria:

12. The candidate must be regular and full time student of the college.
13. He/ She must have **75% (seventy five percent) attendance** in the classes from 1st August, 2018 to 31<sup>st</sup> August, 2018. Attendance of EVS class is exempted.
14. The candidate contesting the election **should not have any academic arrear/ arrears** for the classes from which he/ she is contesting.
15. He/ She must be within the **age group of 17 to 22 years** on the date of filling the nomination paper.
16. Regular and full time students of TDC-1st Semesters and 3<sup>rd</sup> Semester ( both from science and arts ) are eligible to contest the election for office bearer ( Executive Member )
17. Regular students of TDC-1st Semesters, 3<sup>rd</sup> Semester and 5<sup>th</sup> Semester (both from science and arts) classes are eligible for Class Representatives.
18. The Election of KGCSU is held under the jurisdiction of Gauhati University. The students of HS I & II year are debarred from contesting the election for the post of office bearers. They are eligible for exercising their right to vote for all categories of election.
19. The students of PG classes of Kokrajhar Govt. College are also entertained to cast their votes in the ensuing election to KGCSU 201.... But they are debarred from contesting the election for the post of office bearers.
20. The candidate **must not be a Financial Defaulter** in the college.
21. The candidates contesting the election **must not have any Criminal Record.**
22. Over writing/use of correcting fluid on the nomination paper will lead to **cancellation** of nomination paper.

Returning Officer  
Election to KGCSU 201....  
Kokrajhar Govt. College

**Annexure-8**

Govt. of Assam  
**OFFICE OF THE PRINCIPAL**  
**KOKRAJHAR GOVT. COLLEGE**

**P.O. – KOKRAJHAR, Dist. - Kokrajhar, BTC (Assam), 783370**

*From:*

Dr. Banabina Brahma  
Principal i/c

Phone: +91 3661270245(O)  
+91 7896508103 (M)

Ref. No. – KGCSU/34/.....

Date .....

To,  
The Superintendent of Police,  
Kokrajhar.

Subject: Request for Police deputation on the day of Students' Union election  
on ..... and on counting of votes on .....

Respected Sir,

With reference to the subject cited above, I would like to inform you that the Election to Kokrajhar Govt. College Students' Union, 2018 will be held on ..... from morning 9.00 AM to 3.30 PM and counting of votes will take place on ..... from 9.30 AM onward.

I, therefore, request you to do kind favour and to depute police team on above mentioned dates.

With regards,

Yours faithfully,

Principal i/c  
Kokrajhar Govt. College, Kokrajhar

Memo No- KGCSU/34/.....

Date : .....

Copy to-

1. The Officer-in-charge, Kokrajhar Police Station, Kokrajhar for his information
2. Office file

Yours faithfully,

Principal  
Kokrajhar Govt. College, Kokrajhar

**Annexure-9**

**Office of the Returning Officer**  
**KGCSU Election 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE**

The following faculty members are hereby appointed as Presiding and Polling Officers for the Election to KGCSU, 201\_\_ to be held on \_\_\_\_\_ from 9.00 A.M. to 3:30 P.M. in Rooms mentioned below at Kokrajhar Govt. College, Kokrajhar.

They are requested to report at 8:00 AM positively to collect the necessary materials and instruction from the office of the Returning Officer for the elections.

Booth	Sl No	Name	Department	Designation	Phone No.
Booth- A (Room No. 1, HS-I(Arts) & HS-II (Science)					
Booth-B (Room No. 4, HS-I (Science) & HS-II (Arts)					
Booth-C (Room No. AB-1) Sem-I (Science), Sem-V (Arts) & Sem-V (Science)					
Booth-D (Room No. 23), Sem-I (Arts) All PG students					
Booth-E					

(Room No. AB-4, Sem-III (Arts) & Sem-III(Science)				

<b>On Reserve</b>				

FURTHER THEY ARE REQUESTED TO ATTEND THE COUNCELLING SESSION TO BE HELD ON DAY 7 AT 1.15 PM. IN THE CONFERENCE HALL POSITIVELY.

**Returning Officer  
KGCSU Election, 201\_\_**

**Annexure - 10**

Office of the Returning Officer  
**Election to KGCSU, 201\_**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No.....

Date: .....

ORDER

***Appointment of Counting Officers***

The following faculty members are hereby appointed as Counting officers for the Election to KGCSU, 20-- to be held on \_\_\_\_\_. The counting of votes will be started from 9.30 A.M. onward.

They are requested to report to the undersigned at 9.00 A.M. positively.

<i>Stage</i>	<i>Name of the Counting Officer</i>	<i>Department</i>	<i>Remarks</i>
<i>Stage - 1</i>			
<i>Stage - 2</i>	<i>WHITE</i>		
	<i>YELLOW</i>		
	<i>GREEN</i>		
	<i>PINK</i>		
<i>Stage - 3</i>	<i>VP</i>		
	<i>GS</i>		
	<i>AGS</i>		
	<i>CS</i>		
	<i>MS</i>		
	<i>MiGS</i>		
	<i>MaGS</i>		

	DSS			
	SSS			
	BCS			
	GCS			

<b>RESERVE</b>			

FURTHER THEY ARE REQUESTED TO ATTEND THE COUNCELLING SESSION TO BE HELD ON DAY 7 AT 2:15 P.M. IN THE CONFERENCE HALL POSITIVELY.

Returning Officer,  
KGCSU Elections, 20\_\_-\_\_  
Kokrajhar Govt. College

***Annexure-11***

**REGISTER OF VOTERS**

**BOOTH NO- \_\_\_\_\_**

**ELECTION TO KGCSU 201\_\_\_\_\_**

**KOKRAJHAR GOVT. COLLEGE,  
KOKRAJHAR**

**REGISTER OF VOTERS**  
**ELECTION TO KGCSU 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**  
Booth No-

<u>Sl. No.</u>	<u>Sl. No.</u> of the Ballot Papers	<u>Class</u>	<u>Stream</u> Arts (A) Science(S)	Roll No.	<u>ID</u> Identity Card (IC) Money Receipt (MR)	<u>Signature of the voter</u>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

2nd Polling Officer

Presiding Officer

***Annexure-12***

**Paper Seal**

Ballot Box Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Name of Presiding Officer:  
\_\_\_\_\_

Signature of Polling Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Polling Agents:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Presiding Officer

**Annexure-13**

**DECLARATION BY PRESIDING OFFICER**

*(before the Commencement of the Poll and drop it to the Ballot Box)*

Declaration by the Presiding Officer before the Commencement of the Poll of Election to Kokrajhar Govt. College Students Union , 201\_ at Polling Booth Number....., Room Number..... Date of Poll.....

I do hereby declare:

- (a) That Ballot Box has been prepared in accordance with the KGCSU election norms.
- (b) That I have demonstrated to the Polling agents and other presents that the Ballot Box is completely empty before the start of poll.
- (c) That I have locked and sealed the empty Ballot Box in presence of the Polling agents and other presents before the commencement of poll.

Date..... Signature.....

Time..... **Presiding Officer**

Signature of the Polling agents

- 1.....(of candidate.....)
- 2. ....(of candidate.....)
- 3. ....(of candidate.....)
- 4. ....(of candidate.....)
- 5. ....

The following polling agent(s) declined to affix his/her signature(s) on this declaration

- 1.....(of candidate.....)
- 2. ....(of candidate.....)
- 3. ....(of candidate.....)
- 4. ....(of candidate.....)

Date..... Signature.....

Time..... **Presiding Officer**

**Annexure-14**

**DECLARATION BY PRESIDING OFFICER (After Poll)**

*(Must be submitted to the RO along with Presiding Officer's Dairy)*

Declaration by the Presiding Officer at the end of the Poll of Election to Kokrajhar Govt. College Students Union , 201\_ at Polling Booth Number....., Room Number..... Date of Poll.....

I do hereby declare:

- (a) That the election has been smoothly conducted till the end of the time.
- (b) That I have announced the closing time of the voting and demonstrated to the Polling agents and other presents about the sealing of the Ballot Box.
- (c) That I have sealed the Ballot Box with cloth and wax in presence of the Polling agents and other presents at the end of the poll.

Date..... Signature.....

Time..... **Presiding Officer**

Signature of the Polling agents

- 1.....(of candidate.....)
- 2. ....(of candidate.....)
- 3. ....(of candidate.....)
- 4. ....(of candidate.....)
- 5. ....

The following polling agent(s) declined to affix his/her signature(s) on this declaration

- 1.....(of candidate.....)
- 2. ....(of candidate.....)
- 3. ....(of candidate.....)
- 4. ....(of candidate.....)

Date..... Signature.....

Time..... **Presiding Officer**

**Annexure-15**

**PRESIDING OFFICER'S DIARY  
ELECTION TO KGCSU, 201\_\_  
KOKRAJHAR GOVT. COLLEGE**

- 
1. Booth No. : .....
  2. Date of Poll : .....
  3. Name of the Presiding Officer : .....
  4. Total No. of Voters : .....
  5. Serial No. of Ballot paper issued : From.....to.....
  6. Total No. of votes casted according to Register of voters : .....
  7. Total No. of Ballot paper used : .....
  8. Serial No. of Ballot paper used : From.....to.....
  9. Serial No. of Ballot paper unused : From.....to.....
  - 10.No. of damaged Ballot paper (if any) : .....
  - 11.No. of Challenged vote (if any) : .....
  - 12.No. of polling agents who arrived late: .....
  - 13.No of candidates who had appointed Polling agents at the Polling stations : .....
  - 14.Is there any untoward incidence occurred during the process of Polling: Yes/No
  - 15.If yes, give details of the incidence : .....
  - .....

Signature of the Presiding Officer

**Annexure-16****CHECKLIST OF MATERIALS SUPPLIED  
TO THE PRESIDING OFFICER**

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity</u></b>
1.	Electoral Roll .....	2 Copies
2.	Ballot Box .....	1(One)
3.	Register of Voters .....	1(One)
4.	Ballot Paper .....	According to Electoral Roll
5.	Voting Stamps .....	4 (Four)
6.	Hard Board .....	4(Four)
7.	Ink Pad .....	5(Five)
8.	White Paper (Blank) .....	10 Copies
9.	Marking Cloth .....	.....
10.	Match Box .....	1(One)
11.	Lock and Key .....	1(One) set
12.	Candle .....	2(Two)
13.	Sealing Wax .....	2(Two)
14.	Ball Pen .....	7 (Seven)
15.	Envelope .....	5(Five)
16.	Needle & Thread real .....	1(One) set
17.	Scissor .....	1(One)
18.	Presiding Officers Diary .....	2(One)
19.	Declaration before commencement of Poll .....	2(One)
20.	Declaration at the end of Poll .....	2(One)
21.	Presiding Officer's Stamp .....	1(One)
22.	Voted Kgc Election .....	1(One)
23.	Gum Paste .....	1(One)
24.	Scale (Steel) .....	1(One)
25.	Basket .....	1(One)
26.	Voted seal .....	1(one)
27.	KGC stamp .....	1(one)
28.	Plastic scale .....	2(Two)

Returning Officer,  
Election to KGCSU,20\_\_\_\_  
Kokrajhar Govt. College

**Annexure-17****Ground for rejection of nomination paper**

*(Shortlisted from the Handbook of ECI)*

The Returning Officer will be justified in rejecting your nomination paper on any one of the following grounds, namely:

- a) If you are clearly not qualified to be a member of the Student Union, or
- b) If you are clearly disqualified in law to be such member; or
- c) If you have not taken the oath or affirmation as required by the Constitution;  
or
- d) If your nomination paper has not been delivered in time; or
- e) If your nomination paper has been delivered to the Returning Officer or to an authorised Assistant Returning Officer by a person other than yourself or your proposer; or
- f) If your nomination paper has not been delivered at the place specified in the public notice issued by the Returning Officer; or
- g) If your nomination paper has been delivered to a person other than the Returning Officer or any of his authorised Assistant Returning Officer; or
- h) If your nomination paper is not substantially in the prescribed form; or
- i) If your nomination paper has not been signed either by you or by the required number of proposers or by both in the places meant for such signatures in the nomination paper; or
- j) If the proper security deposit has not been made by you in accordance with the law already explained; or
- k) If your signature or the signature of your proposer(s) on the nomination paper is not genuine; or
- l) If the proposer is not an elector of the college or is not eligible to be proposer.

**Annexure-18****HANDBOOK FOR CANDIDATES**

*(Election Commission of India)*

**SCRUTINY OF NOMINATIONS**

- 1) You have filed the nomination paper and other candidates would have also done so. The next stage in the election process is the scrutiny of nomination papers by the Returning Officer. The Returning Officer is required by law to hold the scrutiny of all nomination papers received by him on the date fixed for scrutiny in this election time table issued under section 30 of the Representation of the People Act, 1951.
- 2) The scrutiny of nomination papers takes place on the day immediately following the last date for filing nominations. Thus, if today is the last date for filing nominations then tomorrow will be the date for scrutiny of nominations. But if tomorrow is a public holiday then the scrutiny of nominations will take place day after tomorrow provided it again is not a public holiday. In other words, scrutiny of nominations papers cannot be held as pointed out already on a public holiday.
- 3) By whom scrutiny of nomination papers is held:-The scrutiny of nomination papers can be held only by the Returning Officer. This function cannot be delegated by the Returning Officer even to an Assistant Returning Officer. There is only one exception, that is to say, an Assistant Returning Officer may be authorised by the Returning Officer to hold the scrutiny of nominations if, and only if, the Returning Officer is unavoidably prevented from performing the function relating to the scrutiny of nominations (see the provision to section 22 (2) of the Representation of the People Act, 1951).
- 4) Who may attend scrutiny of nominations:-According to law only four persons in the case of each candidate may attend at the place where scrutiny takes place. These four persons are: (1) the candidate himself, (2) the candidate's election agent, (3) any one of the proposers of the candidate and (4) one other person authorised in writing by the candidate. Even if you have filed the maximum number of nomination papers from the same constituency namely four nomination papers and there are four or more different proposers, even then only one proposer can be present at the scrutiny. Thus only four persons for each candidate can be present, and if there are, say, for example, ten candidates who have filed nomination papers from a particular constituency then in all forty persons can be present at the scrutiny. It will be better for you if the fourth person to be authorised by you in writing at the time of scrutiny is a lawyer conversant with election law so that he may adequately protect your interests at the time of scrutiny. It will also be to your interests if you yourself can be present at the scrutiny.
- 5) Reasonable facilities for examination of nomination papers:- The four persons (including yourself) who can be present on your behalf at the time of scrutiny have a

right to have all reasonable facilities for examining the nomination papers of all the candidates which are taken up for scrutiny by the Returning Officer. This is a valuable right for you and the three other persons who may be present along with you, namely, your election agent, one of your proposers and the person authorised by you.

- 6) Objections which may be raised : You should not raise any flimsy or technical objections in regard to any nomination paper. Similarly you or the person representing you should oppose any objection raised against your nomination on flimsy or technical ground. Section 36(4) of the Representation of the People act, 1951 clearly lays down that the Returning Officer shall not reject any nomination paper on the ground of any defect which is not of a substantial character. Rule 4 of the Conduct of Elections Rules 1961 lays down that the failure to complete or defect in completing a declaration regarding symbols in the nomination papers is not a defect of a substantial character. Therefore, if any of your opposing candidates raises any objection regarding a defect which is not of a substantial character you or any of the persons who may be present on your behalf may oppose it. It has already been pointed out that on the presentation of a nomination paper the Returning Officer will satisfy himself that the names and the electoral roll numbers of the candidate and his proposer as entered in the nomination paper are the same as those entered in the electoral rolls. The Returning Officer may not therefore reject your nomination paper on the ground of any misnomer or any inaccurate description or clerical or technical or printing error in regard to your name or the name of your proposer or any other person or in regard to any place mention in the electoral roll or nomination paper, etc., provided that such description in regard to any name and place is such as to be commonly understood. If at the time of scrutiny any objection is raised regarding such misnomer or inaccurate description etc., you may draw immediate attention to the proviso to section 33(4) of the Representation of the People act, 1951.
- 7) In a word, when any objection is raised against your nomination paper you should try to impress upon the Returning Officer that he should not reject the nomination paper on any flimsy or technical ground. If he is satisfied as to the identity of the candidate and of the proposer then he should not reject the nomination paper only on ground of any technical defect or inaccurate description in the name of candidate or the proposer or the inaccurate description of any place.
- 8) Tell the Returning Officer that if he rejects any nomination paper on any such technical unsubstantial or flimsy ground then that may be regarded as an improper rejection of a nomination paper which may have the effect of avoiding the entire election thus involving a huge waste of public money, public time and public energy.
- 9) Omission of age of the candidate in the nomination paper is a defect of a substantial character:- Remember that the omission to specify your age in the nomination paper is a defect of a substantial character and is sure to lead to the rejection of your nomination paper.
- 10) Ground for rejection of nomination paper :- Remember that the Returning Officer will be justified in rejecting your nomination paper on any one of the following grounds, namely:

- m) If you are clearly not qualified to be a member of the House of the People or of State Legislative Assembly, or
  - n) If you are clearly disqualified in law to be such member; or
  - o) If you have not taken the oath or affirmation as required by the Constitution; or
  - p) If your nomination paper has not been delivered in time; or
  - q) If your nomination paper has been delivered to the Returning Officer or to an authorised Assistant Returning Officer by a person other than yourself or your proposer; or
  - r) If your nomination paper has not been delivered at the place specified in the public notice issued by the Returning Officer; or
  - s) If your nomination paper has been delivered to a person other than the Returning Officer or any of his authorised Assistant Returning Officer; or
  - t) If your nomination paper is not substantially in the prescribed form; or
  - u) If your nomination paper has not been signed either by you or by the required number of proposers or by both in the places meant for such signatures in the nomination paper; or
  - v) If the proper security deposit has not been made by you in accordance with the law already explained; or
  - w) If your signature or the signature of your proposer(s) on the nomination paper is not genuine; or
  - x) If you do not belong to that class of persons for whom the seat in your constituency is reserved e.g. if you do not belong to Scheduled Caste and you file nomination paper to contest a seat reserved for the Scheduled Castes; or
  - y) If the proposer is not an elector of the constituency or is not eligible to be proposer.
  - z) If you fail to make declaration that, you have not been, and shall not be nominated as a candidate at the present general election/bye-elections being held simultaneously, to the House of the People of Legislative Assembly of a State, from more than two Parliamentary/Assembly constituencies, as the case may be.
- 11) If your nomination paper is rejected for any reason you must get a certified copy of the order of the Returning Officer containing reasons for such rejection. According to the Commission's instruction, you are entitled to get a copy immediately after the Returning Officer has passed an order rejecting your nomination paper for which you need not pay any fee or charges.
- 12) You may apply for time to rebut any objection:- If you find that any objection has been raised against your nomination as a candidate and to rebut that objection you require some time you may immediately apply to Returning Officer for time. In such a case the Returning Officer may allow adjournment up to two days because the law says that if the candidate wants time to rebut any objection then he "may be allowed time to rebut it not later than the next day but one following the date fixed for

scrutiny." Thus if today has been the date fixed for scrutiny, then the Returning Officer has the power to grant you time till day after tomorrow.

- 13) **Oath or affirmation by the candidate :-**In this connection, your attention may again be drawn to be Supreme Court decision in the case of Pashupati Nath Singh vs. Hari Har Prasad Singh (AIR 1968 SC 1064). According to that decision, the oath or affirmation by a candidate must be made after he has been nominated and before the date fixed for scrutiny. The detailed instructions in this regard have already been given in chapter II.
- 14) Rejection of one nomination paper not to affect your nomination if any other nomination paper is found valid:-It has already been mentioned that from the same constituency you can file as many as four nomination papers. If any of these four nomination papers is found to be valid, then that itself will be enough for your valid nomination even though the other three are rejected. It is, therefore, advisable for you to file maximum number of nomination papers, namely, four.
- 15) Documents and other materials with which you should be present at the time of scrutiny:- To meet possible objections against your nomination, take with you to the place of scrutiny the following documents, namely;
  - a) a copy of the current electoral roll or a copy of the relevant part of that electoral roll or a certified copy of the entry in that electoral roll bearing your name the name of your proposer;
  - b) Satisfactory evidence regarding your age;
  - c) Where deposit has been made in cash, the receipt given to you by Returning Officer or an authorised Assistant Returning Officer and, where deposit has been made in a government treasury or in the Reserve Bank of India, the duplicate copy of the treasury receipt or challan;
  - d) The receipt for nomination paper and notice of scrutiny which was handed over to you by the Returning Officer or the authorised Assistant Returning Officer on your presenting the nomination paper; and
  - e) Any other evidence or material which may be necessary to repeal and rebut any objection which has been or may be raised against your nomination.
- 16) **List of validly nominated candidates:-**Immediately after all the nomination papers have been scrutinised, the Returning Officer will prepare a list of candidates whose nominations have been found valid. The names of the candidates will be shown in this list as they appear in the nomination papers. If however, a candidate considers that his name is incorrectly spelt or is otherwise incorrectly shown in his nomination paper or is different from the name by which he is popularly known he may at any time before the list of contesting candidates is prepared furnish in writing to the Returning Officer the proper form and spelling of his name. The Returning Officer on being satisfied as to the genuineness of the request shall make the necessary correction in the list of validly nominated candidates and adopt that form and spelling in the list of contesting candidates.
- 17) **Do's and Don't for guidance of candidates:-** The election law of our country is quite comprehensive and the procedure quite elaborate. It is upon their due observance that

the purity of the elections depend. Some of the Do's/Dont's are suggested for your guidance in Appendix-X-A. It should be noted that these are not exhaustive but are only illustrative.

- 18) **Do's and Dont's for guidance of Political Parties and Candidates:-** Apart from the Model Code of Conduct (See Appendix XV), the Commission has recently issued another set of do's and dont's for guidance of political parties and candidates to be observed from the announcement of an election and until the completion of the process of election. A copy of these do's and dont's is also given in Appendix-X-B.

It is your responsibility to ensure that neither you nor the political party which has set you up nor your agents, workers, supporters and sympathizers indulge in any acts of commission or commission which may amount to violation of the said Code or of these Do's and Dont's.

**Annexure-19**

**Office of the Returning Officer**  
**KGCSU Election 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE**

Ref. ....

Date .....

**NOTICE**

It is hereby informed to all the concerned candidates for the election to KGCSU, 2018 that at the end of scrutinization of the Nomination papers, the following nominations have been found to be valid.

**List of Eligible Candidates for contesting in KGCSU Election, 201\_\_**

Sl. No.	Portfolio	Name of the Contesting Candidates (in alphabetic order)	Class	Roll No.
1	VICE PRESIDENT			
2	GENERAL SECRETARY			
3	ASSTT. GENERAL SECRETARY			
4	LITERARY			
5	MAJOR GAMES			
6	MINOR GAMES			
7	CULTURAL SECRETARY			
8	MUSIC AND SONG			
9	DEBATE AND SYMPOSIUM			

10	SOCIAL SERVICE			
11	BOYS' COMMON ROOM			
12	GIRLS' COMMON ROOM			

NB: **Withdrawal of nomination** papers will only be accepted till \_\_\_\_\_. The final list of contesting candidates shall be declared/notified by \_\_\_\_\_PM on the same date.

**Returning Officer  
KGCSU Election, 201....**

**Annexure-20**

**Office of the Returning Officer**  
**KGCSU Election 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE**

Ref. ....

Date .....

**NOTICE**

It is hereby informed to all the concerned candidates for the election to KGCSU, 20... that after passage of withdrawal time, the following nominations have been found to be valid.

**Final List of Contesting Candidates to the KGCSU Election, 201\_\_**

Sl. No.	Portfolio	Name of the Contesting Candidates (in alphabetic order)	Class	Roll No.
1	VICE PRESIDENT			
2	GENERAL SECRETARY			
3	ASSTT. GENERAL SECRETARY			
4	LITERARY			
5	MAJOR GAMES			
6	MINOR GAMES			
7	CULTURAL SECRETARY			
8	MUSIC AND SONG			
9	DEBATE AND SYMPOSIUM			
10	SOCIAL			

	SERVICE			
11	BOYS' COMMON ROOM			
12	GIRLS' COMMON ROOM			

NB: Candidates have to participate in the **open debate** scheduled to be held on \_\_\_\_\_  
September, 201\_\_\_ at 2:00 PM.

**Returning Officer  
KGCSU Election, 201\_\_**

***Annexure-21***

**Office of the Returning Officer  
Election to KGCSU, 201\_  
Kokrajhar Govt. College, Kokrajhar**

---

Ref. No. ....

Date .....

**PREPARATION OF BALLOT PAPER**

1. Considering the smooth conduct of the counting session, there will be separate ballot paper for each portfolio.
2. There will be 12 Ballot Papers for 12 portfolios.
3. These 12 Ballot Papers will be divided in four sets of different colours.
4. Three Ballot Papers will be composed in a Legal size paper of one colour.
5. The colours of paper is subject to the availability in the market. These may be YELLOW, GREEN, WHITE AND PINK.
6. All three Ballot Papers composed in a Legal size paper must be perforated so that it can be easily separable. This makes easy and handy during the time of counting.

**Annexure-22**

**Office of the Returning Officer  
Election to KGCSU, 201\_  
Kokrajhar Govt. College, Kokrajhar**

---

Ref. No. ....

Date .....

**NOTICE**

As per the resolution of the Election Commission of Kokrajhar Govt. College, Kokrajhar held on \_\_\_\_\_, the **Open Debate Session** for the contesting candidates are scheduled on \_\_\_\_\_(Day 8) at 2:00 PM in the Badminton Court of the college premises.

In this connection, the contesting candidates are hereby asked to present and deliver their speeches in support of their candidature to the KGCSU Election 201\_ in this students' gathering.

Further, all students are asked to gather in the college compound to make the Open Debate Session a grand success.

Date: \_\_\_\_\_

Returning Officer  
Election to KGCSU, 20\_\_

**Annexure-23**

OFFICE OF THE RETURNING OFFICER  
ELECTION TO THE KGCSU 20\_\_  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

Ref. no. ....

Date .....

**NOTICE**

It is hereby notified for information to all the eligible contesting candidates that each of them ought to nominate the names of their election agents/polling agents/counting agents for ensuing KGCSU election to be held on \_\_\_\_\_ as per the number given below.

They are asked to collect the necessary forms for the above mentioned purpose on \_\_\_\_\_ and submit the filled up forms on or before \_\_\_\_\_ to the office of the undersigned from 10:00 am to 03:00pm.

<u>Sl. No.</u>	<u>Particulars</u>	<u>No.</u>
1.	Election Agent .....	01 (One )
2.	Polling Agent .....	05 (Five )
3.	Counting Agent .....	01 (One )

Returning Officer  
Election to KGCSU,20\_\_

The Returning Officer,  
Election to KGCSU 20\_\_  
Kokrajhar Govt. College, Kokrajhar

**Annexure-23 A**

Dated Kokrajhar, ..... September, 20\_\_

Sub: Submission of list of the Election Agent and Polling Agents

Sir,

With due respect, I am pleased to recommend the following members for the post of Election Agent and Polling Agents for ensuing election to KGCSU 20\_\_.

1. Election Agent (CAPITAL LETTERS):

Name :.....Class..... Roll No.....

2. Polling Agents (CAPITAL LETTERS):

a) Name :.....Class..... Roll No.....

b) Name :.....Class..... Roll No.....

c) Name :.....Class..... Roll No.....

d) Name :.....Class..... Roll No.....

e) Name :.....Class..... Roll No.....

f) Name :.....Class..... Roll No.....  
(Reliever)

3. Counting Agent (CAPITAL LETTERS):

a) Name :.....Class..... Roll No.....

b) Name :.....Class..... Roll No.....  
(Reliever)

Enclosed:

1. Passport size photo copy of each candidate
2. Photocopy of ID card of each candidate

Signature of the candidate  
Portfolio:

**Annexure-24**

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>CANDIDATE</b>	
Signature of Card Holder	Signature of Returning Officer

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>ELECTION AGENT of _____</b>	
Signature of Card Holder	Signature of Returning Officer

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>POLLING AGENT of _____</b>	
Signature of Card Holder	Signature of Returning Officer

**Annexure-25**

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>COUNTING AGENT OF _____</b>	
Signature of Card Holder	Signature of Returning Officer

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>COUNTING AGENT OF _____</b>	
Signature of Card Holder	Signature of Returning Officer

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>COUNTING AGENT OF _____</b>	
Signature of Card Holder	Signature of Returning Officer

<b>OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>	
Mr./Ms. _____ <b>COUNTING AGENT OF _____</b>	
Signature of Card Holder	Signature of Returning Officer

**Annexure-26**

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>PRESIDING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>POLLING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>POLLING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>POLLING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

**Annexure-27**

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>COUNTING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>COUNTING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>COUNTING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

OFFICE OF THE RETURNING OFFICER ELECTION TO KGCSU, _____ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR	
Mr./Ms. _____	
<b>COUNTING OFFICER</b>	
Signature of Card Holder	Signature of Returning Officer

**Annexure-28****Appointment of office staff for the day before poll**

Office of the Returning Officer  
**Election to KGCSU, 201\_\_**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No. ....

Date: .....

**ORDER**

The following employees of Kokrajhar Govt. College are hereby appointed for the Election to KGCSU, 20\_\_ to be held on \_\_\_\_\_.

They are requested to carry out their duties as mentioned below.

<i>Task</i>	<i>Name of Employee</i>	<i>Signature with date</i>
<i>i. Preparation of Polling Booth</i>	1. 2. 3. 4. 5. 6. 7.	
<i>ii. Cleaning and supply of water in the booths</i>		
<i>iii. Supply of Tea and Refreshment to the Polling Officers</i>		

Returning Officer,  
 KGCSU Elections, 20\_\_  
 Kokrajhar Govt. College

**Annexure-28 A**

**Appointment of office staff for the poll day**

Office of the Returning Officer  
**Election to KGCSU, 201\_\_**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No. ....

Date:

.....

**ORDER**

The following employees of Kokrajhar Govt. College are hereby appointed to assist the Presiding Officers for the Election to KGCSU, 20\_\_ to be held on \_\_\_\_\_.

They are requested to carry out their duties as mentioned below.

<i>Name of Employee</i>	Polling Booth	<i>Signature with date</i>
	Booth A	
	Booth B	
	Booth C	
	Booth D	
	Booth E	

Returning Officer,  
KGCSU Elections, 20\_\_  
Kokrajhar Govt. College

**Annexure-29**

**Office of the returning officer  
Election to KGCSU, 20\_\_  
Kokrajhar Govt. College, Kokrajhar**

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**Guidelines to Presiding Officers/Polling Officers KGCSU election 2017**

1. The polling shall be held from 8.30 A.M. to 3.30 P.M. All Polling Officers will report to this office one hour before the scheduled start of the polling i.e. at 7.30 A.M. sharp.
2. Polling Officers will receive election materials (Ballot Box, Electoral Roll, Ballot Paper etc.) at 7.30 A.M. and proceed towards their respective Polling Booth as per the prescribed election procedure, so as to maintain the necessary secrecy while polling is in progress.
3. Before the start of the election, Ballot Box will be opened in front of all the polling officials, polling agents and candidate (if any) by the presiding officer. Then the form titled '**Declaration by Presiding Officer before the commencement of the poll**' should be filled carefully and put inside the ballot box. The presiding officer then locks the Ballot Box and seal with wax properly.
4. The key of the Ballot Box will be kept by the presiding officer till the handing over of the Ballot Box to the Returning officer at the end of the voting.
5. Duties of the Polling Officer:
  - a) Presiding Officer is the **overall In-Charge** of the polling booth.
  - b) **Sixth Polling** officer will be the in-charge of electoral rolls and act the following activities-
    - i. Verify the name of each voter according to **Electoral Rolls** along with **Identity Card/Admission Money Receipt**.
    - ii. If a voter cast his vote with **Admission Money Receipt** as an ID, the polling officer will put a **stamp** on the back side of the receipt.
    - iii. Give an announcement of the voter's name loudly.
    - iv. Put a tick mark against each voter's name on electoral rolls.
  - c) **Fifth Polling** officer will be the in-charge of the Register of Voters. He/she will write the Roll no., class, stream of the voters and ID or Admission Money Receipt in the **Register Book**.
  - d) **Fourth Polling** officer will be the in-charge of **White Ballot Papers**. He/she is also authorised to put his/her signature on the ballot papers and forward the same to the next Polling Officer.
  - e) **Third Polling** officer will be the in-charge of **Yellow Ballot Papers**. He /she is also authorised to put his/her signature on the ballot papers and forward the same to the next Polling Officer.

- f) **Second Polling** officer will be the in-charge of ***Pink Ballot Papers***. He /she is also authorised to put his/her signature on the ballot papers and forward the same to the next Polling Officer.
  - g) **First Polling** officer will be the in-charge of ***Green Ballot Papers***. He/she is also authorised to put his/her signature on the same and pinned up all **four sets of ballot papers** and issue the same to the voters. Further, he/she will explain **how to fold** ballot paper properly, **caste** the vote and how to **insert the Ballot Paper** in the Ballot Box.
6. Presiding officer should supervise the overall election process inside the booth and ensure the smooth and orderly progress of the polling process.
  7. At the end of the poll, the inserting hole should be sealed with the ***paper seal*** supplied for the purpose with wax by Presiding officer & other Polling officers. Presiding officer will prepare declaration form titled with '**Declaration by Presiding Officer after the commencement of the poll**' and all necessary papers like PO's Diary, etc.

Returning Officer,  
KGCSU Elections, 20\_\_\_\_  
Kokrajhar Govt. College

**Annexure-30**

Office of the Returning Officer  
**Election to KGCSU 20\_\_**  
**Kokrajhar Govt. College, Kokrajhar**

**Guidelines for counting of votes**

**(For 12 portfolios x 2 contesting candidates in each post)**

- 1) There will be five rounds of counting of votes according to Ballot Box number.
- 2) Counting of Ballot paper will be performed in three stages.
- 3) Two counting in-charge will be entrusted in first stage of counting process.
  - a) They will open the ballot box in presence of the Returning Officer and candidates or their election agents.
  - b) They will have to note down total no. of ballot paper for ready reference.
  - c) They will also separate the ballot papers according to colours of the ballot paper.
  - d) Four different stacks of ballot papers separated according to colour will be handed over to the counting in-charge of second stage.
- 4) Four counting in-charge will be entrusted in the second stage of counting.
  - a) Each of them will receive one specific colour of ballot papers from the first stage counting in-charges.
  - b) They will again separate it by tearing the ballot papers according to individual portfolios.
  - c) They will also forward the separated ballot papers to the counting in-charges of the third stage.
- 5) Twenty two counting in-charges will be involved in third stage of counting process.
  - a) For counting process of each of 11 portfolios, two counting in-charges will be entrusted.
  - b) Each two of them will receive cast ballot papers of one individual portfolio.
  - c) They will check the validity of the ballot papers. The suspected ballot papers will be shown to the Returning officer for final verdict and they will make a bundle of the rejected ballot paper after each round of counting.
  - d) Each one of them will count the valid ballot papers and make bundles consisting of 25 against one individual candidate.
  - e) After the end of each round, one counting report will be prepared and submit immediately to the Returning Officer for announcement.

Returning Officer  
Election to the KGCSU 2017-18

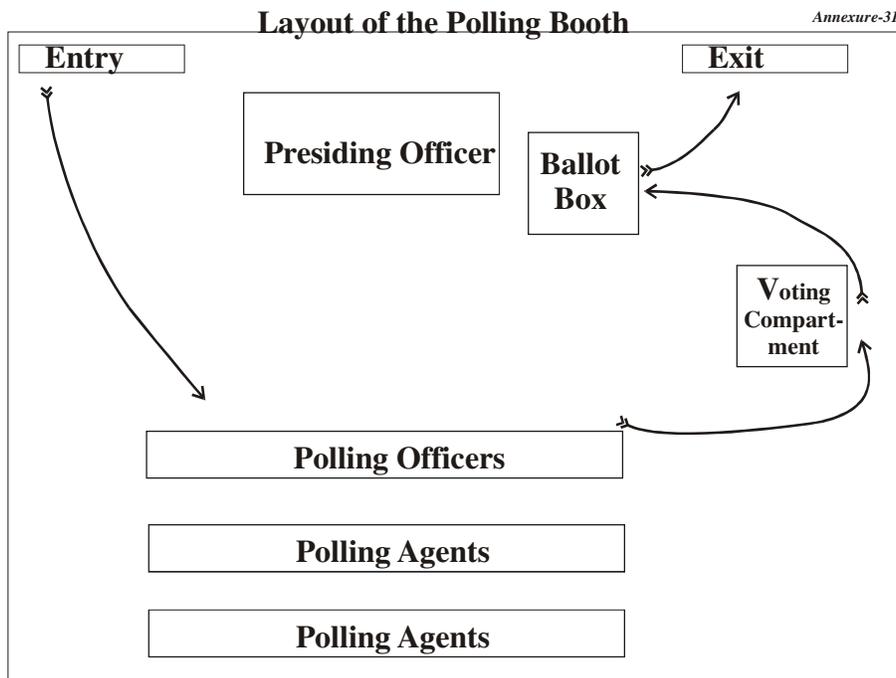
## Guidelines for counting of votes

### (For 2 portfolios x 2 contesting candidates in each post)

- 6) There will be five rounds of counting of votes according to Ballot Box number.
- 7) Counting of Ballot paper will be performed in three stages.
- 8) **FIRST STAGE:** Four counting in-charge will be entrusted in first stage of counting process.
  - e) They will open the ballot box in presence of the Returning Officer and candidates or their election agents.
  - f) They will have to note down total no. of ballot paper for ready reference.
  - g) They will make a set of 25 copies of the ballot papers and handed over to the counting in-charge of second stage.
- 9) **SECOND STAGE:** Four counting in-charge will be entrusted in the second stage of counting.
  - d) They will separate the ballot papers by *tearing* the ballot papers according to individual portfolios and make a set of 25 copies.
  - e) They will also forward the separated ballot papers to the counting in-charges of the third stage.
- 10) **THIRD STAGE:** Four counting in-charges will be involved in third stage of counting process.
  - f) For counting process of each of two portfolios, two counting in-charges will be entrusted.
  - g) Each two of them will receive cast ballot papers of one individual portfolio.
  - h) They will check the validity of the ballot papers. The suspected ballot papers will be shown to the Returning officer for final verdict and they will make a bundle of the rejected ballot paper after each round of counting.
  - i) Each one of them will count the valid ballot papers and make bundles consisting of 25 against one individual candidate.
  - j) After the end of each round, one counting report will be prepared and submit immediately to the Returning Officer for announcement.

Returning Officer  
Election to the KGCSU 20\_\_

**Annexure-31**



**Annexure-32**

Office of the Returning Officer  
**Election to KGCSU, 201\_\_**  
**Kokrajhar Govt. College, Kokrajhar**

**Attendance**

<i>Stage</i>	<i>Name of the Counting Officer</i>		<i>Department</i>	<i>Remarks</i>
<b>Stage - 1</b>				
<b>Stage - 2</b>	<i>WHITE</i>			
	<i>YELLOW</i>			
	<i>GREEN</i>			
	<i>PINK</i>			
<b>Stage - 3</b>	<i>VP</i>			
	<i>GS</i>			
	<i>AGS</i>			
	<i>CS</i>			
	<i>MS</i>			
	<i>MiGS</i>			
	<i>MaGS</i>			
	<i>DSS</i>			
	<i>SSS</i>			

	BCS			
	GCS			

Returning Officer,  
KGCSU Elections, 20\_\_\_\_  
Kokrajhar Govt. College

**Annexure-33**

COUNTING SESSION  
**ELECTION TO KGCSU 201\_\_**  
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

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**Round wise Record of Ballot Papers and Delivery of Ballot  
Papers to Stage -II**

No. of Rounds	No of YELLOW Ballot Paper	Signature of Counting Officer of stage-2
1		
2		
3		
4		
5		
Total		

Counting Officer i/c  
Stage-1

COUNTING SESSION  
**ELECTION TO KGCSU 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

**Round wise Record of Ballot Papers and Delivery of Ballot  
Papers to Stage -II**

No. of Rounds	No of RED Ballot Paper	Signature of Counting Officer of stage-2
1		
2		
3		
4		
5		
Total		

Counting Officer i/c  
Stage-1

COUNTING SESSION  
**ELECTION TO KGCSU 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

**Round wise Record of Ballot Papers and Delivery of Ballot  
Papers to Stage -II**

No. of Rounds	No of GREEN Ballot Paper	Signature of Counting Officer of stage-2
1		
2		
3		
4		
5		
Total		

Counting Officer i/c  
Stage-1

COUNTING SESSION

---

**ELECTION TO KGCSU 201\_\_**  
**KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

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**Round wise Record of Ballot Papers and Delivery of Ballot  
Papers to Stage -II**

No. of Rounds	No of PINK Ballot Paper	Signature of Counting Officer of stage-2
1		
2		
3		
4		
5		
Total		

Counting Officer i/c  
Stage-1

COUNTING SESSION <b>ELECTION TO KGCSU 201__</b> <b>KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</b>							
<b>Round wise Record of Ballot Papers and Delivery of Ballot Papers to Stage -III</b>							
No. of Rounds	Total Ballot Papers					Signature of Counting Officer of stage-III	
	<b>Portfolios</b>						TOTAL
	LS	MJ gs	Mi GS				
1							
2							
3							
4							
5							

<p style="text-align: center;">COUNTING SESSION ELECTION TO KGCSU 201__ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR</p>						
<p style="text-align: center;"><b>Round wise Record of Ballot Papers and Delivery of Ballot Papers to Stage -III</b></p>						
No. of Rounds	Total Ballot Papers					Signature of Counting Officer of stage-III
	Portfolios			TOTAL		
	cs	mss	dss			
1						
2						
3						
4						
5						

COUNTING SESSION ELECTION TO KGCSU 201__ KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR					
Round wise Record of Ballot Papers and Delivery of Ballot Papers to Stage -III					
No. of Rounds	Total Ballot Papers				Signature of Counting Officer of stage-III
	Portfolios			TOTAL	
	sss	bcs	AGC		
1					
2					
3					
4					
5					

**Annexure-35**

**COUNTING REPORT**  
**KGCSU ELECTION, 20\_\_\_\_\_**

.....  
**Stage-III**

To,  
The Returning Officer  
Election to KGCSU, 201..  
Kokrajhar Govt. College

ROUND NO. : .....

<b>S/No.</b>	<b>Heads</b>	<b>Description</b>
1.	PORTFOLIO	.....
2.	Total No. of Ballot Paper Received	
3.	Total No. of VOTE cast to _____	
4.	Total No. of VOTE cast to _____	
5.	Total No. of INVALID VOTE	

**Full Signature of Counting Officer**  
**(Responsible for Sl. No. 3)**

**Full Signature of Counting Officer**  
**(Responsible for Sl. No. 4)**

**Annexure-36**

Office of the Returning Officer  
**Election to KGCSU, 201\_\_**  
**Kokrajhar Govt. College, Kokrajhar**

Ref. No. ....

Date .....

**NOTIFICATION****RESULT OF ELECTION TO KGCSU, 20\_\_**

Without any prejudice to anyone and as per report submitted to the office of the Returning Officer by the Counting In-charge of the election to KGCSU-20\_\_, the following candidates are declared elected to the executive body of KGCSU-20\_\_ for the following posts: :

<b>Sl No.</b>	<b>Name of the Portfolio</b>	<b>Name of the elected member</b>
1	Vice President	
2	General Secretary	
3	Asstt. General Secretary	
4	Cultural Secretary	
5	Secy. Music & Song	
6	Secy. Literary Activities	
7	Secy. Debate & Symposium	
8	Secy. Major Games & Sports	
9	Secy. Minor Games & Sports	
10	Secy. Social Services	
11	Secy. Boy's Common Room	
12	Secy. Girl's Common Room	

Returning Officer,  
 KGCSU Elections,201\_\_  
 Kokrajhar Govt. College

***Annexure-37***

**Govt. of Assam**  
**OFFICE OF THE PRINCIPAL**  
**KOKRAJHAR GOVT. COLLEGE**

P.O. - KOKRAJHAR

Dist.- Kokrajhar, BTC (Assam), 783370

From: **Dr. Binoy Kumar Brahma**  
Principal

Phone: 03661-270245(O),  
9435483329 (M)

Ref. No. ....

Date .....

**NOTICE**

It is hereby notified to all the Election Committee Members, Teachers, Outgoing KGCSU members and the Newly Elected KGCSU members-20\_\_\_\_\_ of the Kokrajhar Govt. College that **OATH TAKING CUM CHARGE HANDLING & TAKING OVER CEREMONY** of the newly elected KGCSU members-20\_\_\_\_\_ is scheduled to be held on \_\_\_\_\_ at OSG by 1:00 pm.

Therefore, the entire concerned members are requested to be present positively in the said Ceremony on the venue given above.

Principal & Election Commissioner  
Kokrajhar Govt. College  
KGCSU Election-20\_\_\_\_\_

**Annexure-38**

**OFFICE OF THE RETURNING OFFICER  
ELECTION TO THE KGCSU 201\_\_\_\_  
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

**Certificate of Participation**

*I, the Returning Officer of the election to KGCSU, 20\_\_-20\_\_, Kokrajhar Govt. College, Kokrajhar, certify on this \_\_\_\_ day of ..... 20\_\_ that Mr./ Ms. .... of Class ..... Semester, bearing Roll No. ...., has contested the Election to the KGCSU, 201\_ for the Portfolio of ..... and that in token thereof I have granted to him this certificate of participation.*

Place: Kokrajhar

Date: \_\_\_\_\_

Returning Officer  
Election to KGCSU, 201\_\_\_\_  
Kokrajhar Govt. College

**Annexure-39**

**OFFICE OF THE RETURNING OFFICER  
ELECTION TO THE KGCSU 201\_\_  
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR**

**Certificate of Election**

*I, Returning Officer for the election to KGCSU, 201\_\_-201\_\_, Kokrajhar Govt. College, Kokrajhar, hereby certify on this ..... day of ..... 201\_\_ that Mr./ Ms. .... of class ..... Semester, bearing Roll No. .... to have duly been elected to the KGCSU, 201\_\_ for the Portfolio of ..... and that in token thereof I have granted to him this certificate of election.*

Place: Kokrajhar

Date: .....

Returning Officer  
Election to KGCSU, 201..  
Kokrajhar Govt. College

**Annexure-40**

**Oath Taking Paper**

I, Sri/ Srimati.....Roll No:..... of Class: ..... of the year 201\_- 201\_ do hereby swear in the name of God ..... on the Constitution of the Kokrajhar Govt. College Students' Union that on being elected to the Kokrajhar Govt. College Students' Union for the session 201\_- 201\_ as General Secretary/ .....Secretary/ Class Representative ..... that I will abide by the Constitution of the KGCSU and discharge my duties accordingly for realization of the College Motto and the Aims and Objectives of the Constitution to the best of my ability and also affirm that I shall uphold the dignity and prestige of the College in all my action and thought .

Countersigned,

.....

Principal/ President

Kokrajhar Govt. College Students' Union

**Annexure 41**

**Receipt of Materials by the Presiding Officer (Before Poll)  
KGCSU Election 2018**

Booth	Materials Received	Signature of PO
Booth- A (Room No. 1, HS-I(Arts) & HS-II (Science))	All materials received according to check list	
Booth-B (Room No. 4, HS-I (Science) & HS-II (Arts))	All materials received according to check list	
Booth-C (Room No. AB-1, Sem-I (Science), Sem-V (Arts) & Sem-V (Science))	All materials received according to check list	
Booth-D (Room No. 23, Sem-I (Arts))	All materials received according to check list	
Booth-E (Room No. AB-4, Sem-III (Arts) & Sem- III(Science))	All materials received according to check list	

**Annexure 42****Receipt of Materials after poll  
KGCSU Election 2018**

Booth	Materials Submitted	Signature Receiving officer
Booth- A (Room No. 1, HS-I(Arts) & HS-II (Science))	<ol style="list-style-type: none"> <li>1. PO diary</li> <li>2. Declaration after poll</li> <li>3. Ballot box</li> <li>4. Unused ballot paper</li> <li>5. Voting seals</li> <li>6. PO seal</li> <li>7. All others</li> </ol>	
Booth-B (Room No. 4, HS-I (Science) & HS-II (Arts))	<ol style="list-style-type: none"> <li>1. PO diary</li> <li>2. Declaration after poll</li> <li>3. Ballot box</li> <li>4. Unused ballot paper</li> <li>5. Voting seals</li> <li>6. PO seal</li> <li>7. All others</li> </ol>	
Booth-C (Room No. SB-1, Sem-I (Science), Sem-V (Arts) & Sem-V (Science))	<ol style="list-style-type: none"> <li>1. PO diary</li> <li>2. Declaration after poll</li> <li>3. Ballot box</li> <li>4. Unused ballot paper</li> <li>5. Voting seals</li> <li>6. PO seal</li> <li>7. All others</li> </ol>	
Booth-D (Room No. 23, Sem-I (Arts))	<ol style="list-style-type: none"> <li>1. PO diary</li> <li>2. Declaration after poll</li> <li>3. Ballot box</li> <li>4. Unused ballot paper</li> <li>5. Voting seals</li> <li>6. PO seal</li> <li>7. All others</li> </ol>	
Booth-E (Room No. AB-4, Sem-III (Arts) & Sem-III(Science))	<ol style="list-style-type: none"> <li>1. PO diary</li> <li>2. Declaration after poll</li> <li>3. Ballot box</li> <li>4. Unused ballot paper</li> <li>5. Voting seals</li> <li>6. PO seal</li> <li>7. All others</li> </ol>	