



OFFICE OF THE CHAIRPERSON, P.G.COUNCIL

ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

Rama Devi Women's University, Bhubaneswar

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No. CPGC/.....1970..... /Dt.....14/10/2026.....

NOTICE

STUDENTS' UNION ELECTION GUIDELINES

1. On the polling day i.e., on 15.10.2026 the voting will start at 08.00 A.M. All staffs (both teaching and non-teaching) will have to report at **Control Room (Examination Room)**. They will receive the polling materials in between 07:15 A.M to 07:30 A.M.
2. A long bell will be rung at 08.00 A.M. after which students will be allowed to enter into their respective booths till 02.00 P.M. The students will have to be in uniform.
3. The empty ballot box has to be sealed at 08.00 A.M. in the presence of the Agents/Students.
4. Ballot papers are to be signed on the Top left Corner and issued to the students by the respective Presiding Officers on production of their valid Identity Cards. The polling officer shall put her/his signature on the Identity card to ensure that the candidate has casted her vote.
5. Roll Nos. and signatures of the students who have received the ballot papers will have to be recorded by the Polling Officers on the electoral rolls.
6. Tick Mark(s) (✓) have to be drawn against a candidate's name in the appropriate box indicated on the ballot paper to indicate their choice, otherwise the ballot will be treated as invalid. Any mark other than the (✓) mark will also render the vote cast invalid.
7. The students will be allowed to leave the respective polling booths after casting their votes. Their Identity Cards will be returned to them when they leave their booths.
8. At the end of the polling time (02.00 P.M.) a long bell will be given. The upper opening portion of the ballot box will be sealed in the presence of the voters/agents after polling is over. Immediately after that the Polling Officers will start counting in their respective booths in the presence of the contestants/their authorized agents. However, the counting will start on the scheduled time even if the agents do not turn up. All agents and teachers engaged in counting must put their signatures on the slip which will be used for resealing of the upper portion of the ballot box. Both valid and invalid ballot papers separately will be kept in the ballot box before resealing. After the

counting is over, the counting officers are requested to submit the results sheets to the Election Officer.

9. Voters, candidates and counting agents are not allowed to carry **MOBILE Phones** with them to the counting rooms and polling booths.

Mat
14/10/26

Chairperson, PG Council

Memo No. 1971

Date: 14/10/2026

Copy to Registrar / HoDs / Co-ordinators / Faculty / All Notice Board / Website / Establishment Section / Accounts Section for information and necessary action.

Mat
14/10/26

Chairperson, PG Council

Memo No. 1972

Date: 14/10/2026

Copy to P.S. to V.C. for kind information of the Vice Chancellor.

Mat
14/10/26

Chairperson, PG Council