OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, RAURKELA.769004
Email. principalgacr@gmail.com Phone No. 0661-3502418

No. 5244 /GACR Dt. 12/10/2026

CONDUCT OF ELECTION FOR DIFFERENT OFFICES
STUDENTS' UNION (+3 & PG)
ELECTION RELATED INSTRUCTIONS 2026-27

The following instructions shall be followed during the election period from the date of notification to the date of oath taking.

1. **GUIDELINES:**
   - I) These instructions are issued as per the direction of Department of Higher Education, Government of Odisha as per letter No.53237/HE, Dt.05.10.2026.
   - II) There will be complete disassociation of students' election from Political Parties.
   - III) During the election period, no person who is not a student on the regular rolls of the college shall be permitted to participate in the election process in any capacity.
2. **ELIGIBILITY CRITERIA**
   - i. Undergraduate (+3 Degree) students between the ages of 17 and 22 years, and Postgraduate students up to a maximum age of 25 years as on the date of notification may contest in the election.
   - ii. A candidate shall not have any academic arrears in the year in which he/she contests for the election.
   - iii. A candidate shall have the minimum classroom attendance of 75% to participate in the election.
   - iv. A candidate shall have one opportunity to contest for the post of an office-bearer and two opportunities to contest for the post of an executive member.
   - v. A candidate shall have no previous criminal record and shall not have been tried or convicted for any criminal offence or misdemeanor. Further, the candidate shall not have been subjected to any disciplinary action by the University/College authorities, nor shall any disciplinary proceeding be pending against him/her at the time of contesting the election.
   - vi. A candidate must be a regular, full-time student of the concerned Institution, admitted through SAMS in either a Regular or Self-Financing Programme. Students enrolled under Distance Education or Public-Private Partnership (PPP) mode shall not be eligible to contest the election.
3. **ELECTION RELATED EXPENDITURE**
   i) The maximum permitted expenditure per candidate shall be Rs. 5,000/-.

   ii. Each candidate shall, within two weeks of declaration of the result, submit complete accounts of election expenditure, certified by the candidate, to the University/college authorities.

12.10.26

12.10.26

iii. The college shall publish such accounts within two days of submission through the HIMS Portal.

iv. The election of a candidate shall be liable to be nullified in the event of non-compliance with the expenditure requirements or in the event of excessive expenditure.

v. To prevent the inflow of funds from political parties into the student election process, candidates are specifically barred from utilizing funds from any source other than voluntary contributions from the student body.

4. **CODE OF CONDUCT**

i. No candidate shall indulge in, or abet, any activity which may aggravate existing differences, create mutual hatred, or cause tension between different castes, communities, religious or linguistic groups, or groups of students.

ii. Criticism of other candidates shall be confined to their policies, programmes, past record and work. Candidates shall refrain from criticism of private life unrelated to public activities, and from unverified allegations or distortion.

iii. During the election period, candidates and their supporters shall maintain due decorum while using social media and other digital platforms. They shall not use abusive, offensive or derogatory language; make personal attacks or defamatory allegations; circulate false, misleading, manipulated or AI-generated fake content.

iv. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus, shall not be used for election propaganda.

v. Candidates shall not indulge in or abet corrupt practices or offences such as bribing or intimidating voters, impersonation, canvassing or propaganda within 100 meters of polling stations, holding public meetings during the 24 hours

ending with the hour fixed for close of poll, or transporting voters to and from polling stations.

vi. No candidate shall use printed posters, printed pamphlets or other printed material for canvassing. Only hand-made posters may be used within the prescribed expenditure limit.

vii. Hand-made posters may be displayed only at places in the campus notified in advance by the college authority.

viii. No candidate shall carry out processions or public meetings, or canvass/distribute propaganda, outside the college campus.

ix. No candidate or supporter shall deface or damage college property for any purpose without prior written permission of the college authorities. Candidates shall be jointly and severally liable for any destruction or defacement of college property.

for 12.10.25

12.10.25

x. During the election period, candidates may hold processions and/or public meetings only with prior written permission of the college authority and only where such activities do not disturb classes or other academic/co-curricular activities.

xi. Use of loudspeakers, vehicles and animals for canvassing shall be prohibited.

xii. On polling day, student organizations and candidates shall cooperate with election-duty officers to ensure peaceful and orderly polling and free exercise of franchise; shall not serve or distribute eatables or other solid/liquid consumables except water; and shall not distribute election propaganda.

xiii. Except voters, no person without a valid pass/letter of authority issued by the University/college authorities shall enter the polling booths.

xiv. The University/college authorities shall appoint impartial observers from within the institution who shall not be assigned other any election duties. Candidates may bring specific complaints concerning conduct of the election to the notice of the observer(s). Observers shall also oversee the nomination process in institutions following the nomination model of student representation.

xv. All candidates shall be jointly responsible for ensuring that the polling area is cleaned within 48 hours from the conclusion of polling. In case of non-compliance, a penalty of 1500/- shall be imposed on each candidate.

xvi. Contravention of these instructions including not cleaning of the polling area may render a candidate liable to cancellation of candidature or loss of an elected post, as the case may be. The Institutional Head/college authorities may also initiate appropriate disciplinary action against the violator.

xvii. In addition to the above Code of Conduct, the relevant provisions of the Bharatiya Nyaya Sanhita, 2023 (Act No. 45 of 2023), including Section 196 relating to promotion of enmity between different groups and acts prejudicial to the maintenance of harmony, and the provisions contained in Chapter IX (Sections 169 to 177) relating to offences concerning elections, shall, wherever applicable, also govern the conduct of Students' Union/Students' Association elections.

5. **GRIEVANCES REDRESSAL MECHANISM**

II) There should be a Grievances Redressal Cell with the following members:

A) One senior faculty member In-charge of student welfare.

B) One senior faculty member.

C) Administrative Officer.

D) Two final year student (one Boy and one Girl)

This grievance cell shall be mandated with the redressal of election related grievance.

III) The head of the institution shall have appellate jurisdiction.

IV) Any instance of lawlessness or the commission of a criminal offence shall be reported to the police by the college as soon as possible.

V) Student may furnish election related written (if any) grievance to Grievance Redressal Cell during the election period.

for 12.10.26

12.10.26

VI) For any query follow the Grievance Redressal Mechanism of the Govt. Notification No.53237/HE, Dt.05.10.2026.

6. **NOMINATION AND SCRUTINY**

I) Candidates having interest in the Student's Union Election are required to file nomination in the prescribed forms.

II) The nomination forms are available in ROOM No.07(Counter-1, Counter-2 & Counter-3) on payment of Rs. 10/- (Rupees Ten) only.

III) Prospective candidates along with PROPOSERS and SECONDERS shall present and hand over their nomination papers to the members of the staff / officers on duty in the rooms specified for the purpose.

IV) Candidates, proposers and seconders are to submit:

A) Identity cards.
B) Attested Xerox copies of HSC/ Equivalent certificate.
C) Attested Xerox copies of marksheets of qualified examinations (+2 Pass certificate for +3 students and +3 Pass certificate for PG students).
D) Undertaking indicating no criminal records and in disciplined activity.

V) A student can not file nomination for more than one office.

VI) A proposer cannot propose for more than one candidate for a same office and a Seconder cannot second for more than one candidate for the same office.

VII) a) A BOARDER cannot contest/ vote for the office of Day Scholar Association. (A BOARDER cannot propose / second for the office of Day Scholar Association.)
b) A BOY student cannot contest/ vote for the office of Girls' Common Room.(A BOY student cannot propose / second for the office of Girls' Common Room.)

c) A GIRL student cannot contest/ vote for the office of Boys' Common Room.(A GIRL student cannot propose / second for the office of Boys'Common Room.)

VIII) a)An ARTS student cannot contest/ vote for Science Society or Commerce Society. (An ARTS student can not propose / second for Science Society or Commerce Society.)

b) A SCIENCE student cannot contest / vote for Arts Society or Commerce Society. (A SCIENCE student can not propose / second for Arts Society or Commerce Society.)

c) A COMMERCE student cannot contest / vote for Science Society or Arts Society. (A COMMERCE student can not propose/ second foe Science Society or Arts Society.)

IX) **<u>INVALID NOMINATION</u>**

Nomination will be invalid if:

a) There is no valid Identity card.
b) The full name of the candidate is not written properly.
c) The name of the post/ office is not mentioned properly.
d) The entries made by the candidate are not clear/ legible.
e) There is any overwriting / uncalled for writing in the nomination paper.
f) The name and the Date of Birth are not according to HSC / Equivalent certificate.
g) There is no valid eligibility criteria.

7. **WITHDRAWAL OF NOMINATION**

Withdrawal of nomination shall be made by the candidate himself/ herself and filled in withdrawal form is to be handed over to the Advisor, Student's Union on the date and time notified.

8. **PUBLICATION OF VALID NOMINATION**

for 12.10.26

12.10.26

Valid nominations will be notified on the date and time specified.

9. **CANVASSING**

Canvassing by the candidate will start after the notification of the valid nomination and stop half an hour before the meeting " why I stand for".

10. **"WHY I STAND FOR MEETING"**

a) Why I stand for meeting will be held on the day before the polling date.
b) Student must maintain perfect discipline inside the hall during such meeting.
c) Each candidate shall be allowed to present his / her views on his/ her leadership and the development of the college within the time allotted.
d) There shall be no appeal to caste or communal feelings for securing votes.
e) Criticism of other candidates when made shall be confined to their policies and programmes.
f) STUDENTS ARE DIRECTED TO COME WITH UNIFORM AND IDENTITY CARD.

11. **ELECTION**

A. There shall be election for different offices +3 and PG Students Union. Students are directed to come with uniform and identity cards.
B. Polling will begin at 08 AM and close at 02 PM.
Then the polling booth will be closed.
A warning bell will be given at 7.55AM and
Final closing bell will be given at 2.00 PM.
No further entry shall be allowed after 2.00 PM.
C. There shall be separate polling booths for different classes.
D. The student voter will put a TICK mark (✓) against the name of the candidate for whom he/ she wishes to vote. (TICK MARK in the space specified of the ballot paper at right hand side)
E. Tick mark outside the space provided for voting will be invalid.
F. Tick mark against more than one candidate for the same post will be cancelled.
G. After voting is over the ballot box is sealed in the presence of the voters present.
H. Counting of votes will be undertaken just after the polling.
I. i) The candidate or his/her authorized agent may remain present during the counting of votes.
ii) Ballot box will be opened in presence of candidates/ contestants / agents for counting.
J. i) Voting and counting will be undertaken under the supervision of the presiding officer of the Room.
ii) The presiding officer shall put his/ her signature against the office for which the vote is invalid.
K. The counting sheet of each room shall be signed by the presiding officer, his/ her team members and polling agents.
L. Result will be declared by the Principal-cum- Returning Officer soon after the counting.

12. **OATH TAKING**

a) Oath shall be administered to the elected office bearers on the date and time specified by the principal or his/ her representatives.
b) After oath taking the elected representatives have to put their signature in the prescribed format and allowed to work.

13. **PRINCIPAL'S DECISION**

THE DECISION OF THE PRINCIPAL IS FINAL IN THIS ELECTION RELATED WORK.

14. **ANY DISCREPANCY SHOULD BE REPORTED TO THE UNDERSIGNED.**

12.10.26

for. 12.10.26

for 12.10.26
Advisor
Student's Union, GACR

12.10.26
Principal
Govt. (Auto.) College, Raurkela.

Memo No. 5245 //GACR Date. 12/10/2026

Copy to Staff Common Room / All Notice Boards / Advisor, Students' Union/ Administrative Bursar, GACR / Academic Bursar/ Accounts Bursar/ College web-site/ Section Officer/ Principal' s file for information and necessary action.

12.10.26
Principal
Govt. Auto. College, Raurkela.