C/o Department of Political Science   **Prof Sunil K Choudhary**
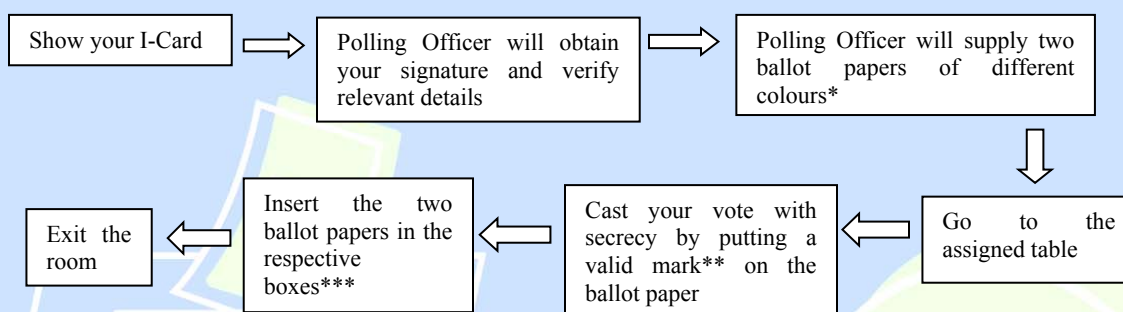Faculty of Social Sciences   **Election Officer**
University of Delhi, Delhi -110007

GENERAL INSTRUCTIONS

In order to ensure smooth, free and fair elections consistent with the dignity of teachers in general and the decorum of the University of Delhi in particular, the following guidelines/advisory may, kindly, be observed by all concerned:

1. Elections for President and Fifteen Members of the Executive Committee will be held on **Wednesday, 27 September 2023 from 10:00 am to 5:00 pm at the Arts Faculty Building and Satyakam Building [North Campus],** University of Delhi.

2. Entry to the Polling Booths shall be regulated through Identity Card. **All voters must carry Identity Cards duly issued by their respective institutions**. Voters, who have not been issued Identity Cards, must bring Proforma (copy attached) duly filled up and signed by the Principal/Director/HOD/Dean of the concerned college/Centre/Department/Faculty etc., to be able to cast vote.

3. There shall be two computer-assisted voting systems for the specially-abled teacher voters installed at both the Buildings. Such voters can cast their votes either through conventional voting system at their respective allocated polling booths/centers or vote at the designated computer-assisted voting systems by obtaining slips from their respective polling booths.

4. All contesting candidates and political groups are requested NOT to engage students and/or non-teachers as volunteers. Their entry, except for those engaged by the Election Office, to the premises of Arts Faculty and Social Science Buildings shall be strictly barred.

5. **Mobile phones are strictly NOT allowed inside the Polling Booth and Counting Centers**.

6. **No canvassing will be allowed inside the polling booth**.

7. All contesting candidates, their supporters, all political groups are requested to ensure strict compliance of the following:

    A. Carrying of banners, posters, handbills, cards etc. inside the Faculty of Arts and Social Science/Satyakam Building is prohibited. Likewise, standing inside the portico or creating any hindrance in the entry/exit of voters at the gate/portico of the Faculty of Arts Building is also prohibited.

    B. Posters, banners and writings on walls/roads and defacement of the same in the areas in and around Arts Faculty and Social Science/ Satyakam Building are strictly NOT allowed.

VOTING PROCEDURE

Show your I-Card → Polling Officer will obtain your signature and verify relevant details → Polling Officer will supply two ballot papers of different colours*

Insert the two ballot papers in the respective boxes*** ← Cast your vote with secrecy by putting a valid mark** on the ballot paper ← Go to the assigned table

Exit the room ←

*Yellow colored Ballot Paper is meant for the post of President;
Sky-blue colored Ballot Paper is meant for the member, Executive Committee.

** for a valid/invalid mark, see the illustration below

***the yellow Ballot Paper meant for the post of President must be inserted in the yellow marked assigned box only; similarly, the sky-blue colored Ballot paper meant for the member, Executive Committee must be inserted in the sky-blue marked assigned box only. A Ballot Paper found in a wrong box shall be treated as invalid.

VALID/INVALID VOTES

<div align="center">

PRESIDENT

</div>

A. For the post of President, put cross mark "X" and/or tick mark "√" by pen. The "X" mark or "√" mark must be put strictly within the box provided against the name of **any one** candidate of your choice. Any other sign or mark shall invalidate the ballot.

Illustrations of Valid Vote:

1.

Candidate I	X
Candidate II	

2.

Candidate I	
Candidate II	√

3.

Candidate I	
Candidate II	√ √

4.

Candidate I	X X
Candidate II	

5.

Candidate I	X√
Candidate II	

Illustrations of Invalid Vote:

1.

Candidate I	X
Candidate II	√

2.

Candidate I	X
Candidate II	X

3.

Candidate I	√
Candidate II	√

4.

Candidate I	
Candidate II	2

5.

Candidate I √	
Candidate II	

6.

Candidate I		√
Candidate II		

7.

Candidate I	
Candidate II	✓

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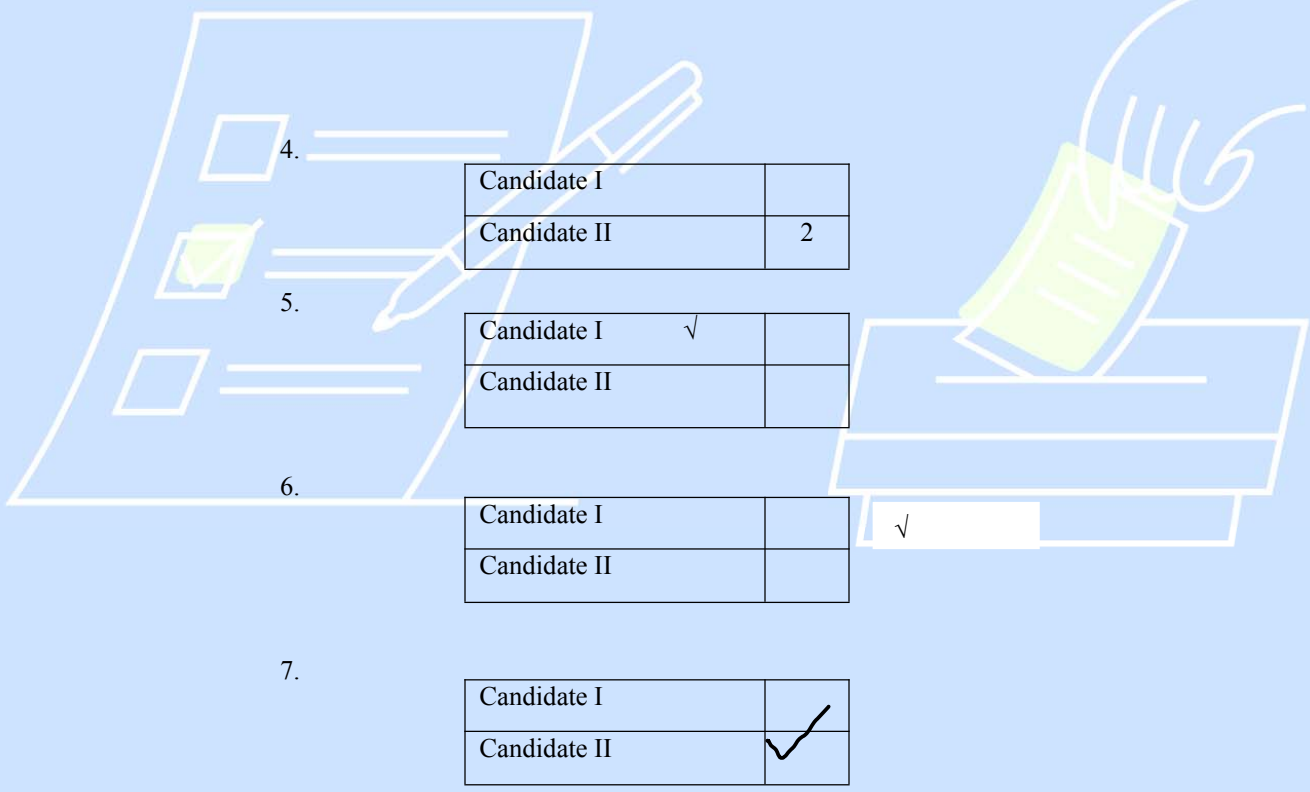
EXECUTIVE COMMITTEE MEMBERS

</div>

B. **On the ballot paper for Executive Members**, you may give your fifteen votes to one candidate or distribute them among more than one candidate for the Executive Committee. You must write the number of votes in Arabic numerals in English (e.g. 1,2,3,...,15) and/or words. In any case, the sum total of the votes given for all candidates must not exceed 15, otherwise your ballot will be treated as invalid.
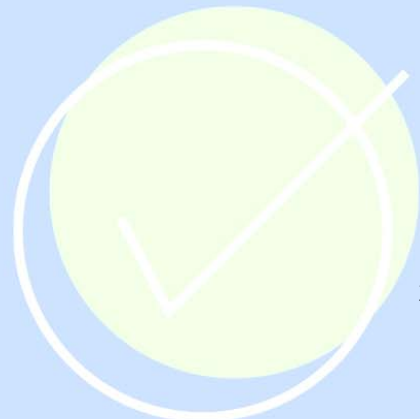
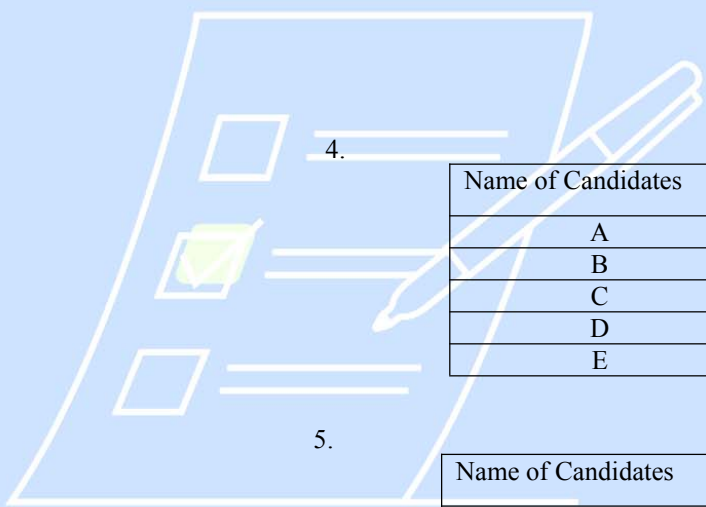**Illustrations of Valid Vote:**

1.

Name of Candidates	Votes
A	
B	
C	15
D	
E	

2.

Name of Candidates	Votes
A	
B	5
C	10
D	
E	

3.

Name of Candidates	Votes
A	
B	
C	
D	Three
E	Twelve

3

4.

Name of Candidates	Votes
A	4
B	
C	
D	Eleven
E	
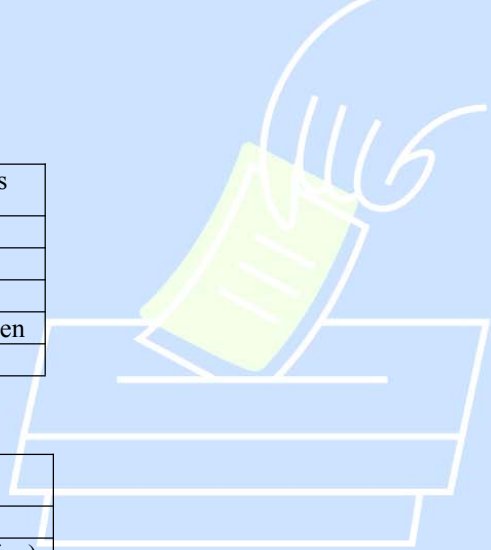
5.

Name of Candidates	Votes
A	
B	05 (Five)
C	10 (Ten)
D	
E	

Illustrations of Invalid Vote:

1.

Name of Candidates	Votes
A	
B	16
C	
D	
E	

2.

Name of Candidates	Votes
A	3
B	5
C	5
D	2
E	1

3.

Name of Candidates	Votes
A	
B	
C	
D	
E	

4.

Name of Candidates	Votes
A	
B	√
C	√
D	√
E	
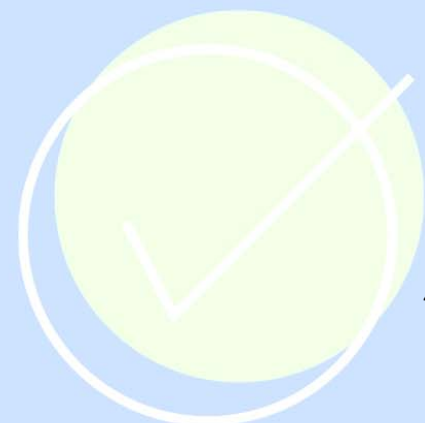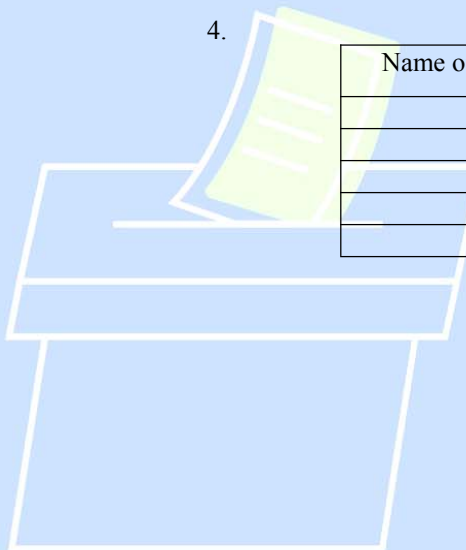
PROCEDURE FOR COUNTING OF VOTES

1. **Counting of votes will begin at 6.00 p.m**. after the polling is over and the same will continue till results are declared.

2. Counting for Membership of Executive Committee will be done at the respective polling booths.

3. Counting for President will be done centrally at one place. All boxes containing ballot papers shall be opened and all votes polled will be mixed. Bundles of 100 valid votes shall be prepared and invalid votes shall be kept separately. First, Invalid votes will be decided and counted. The candidates/their agents shall have the right to see the invalid votes.

4. **The decision of the Election Officer on invalid votes shall be final**.

5. During the counting, only candidates or their authorized nominees will be allowed to be present.

   a) In case of Members of Executive Committee, one authorized nominee of each candidate shall be allowed to be present at each booth. The agent present at the counting booth must sign on the counting sheet, failing which the counting cannot be challenged later on any ground.

   b) In case of President, two authorized nominees of each candidate shall be allowed inside the counting room.

   c) No nominee of any candidate will be allowed to be present during counting unless his/her nomination is countersigned by the contesting candidate.

   d) After counting is over, the candidate or his representative shall sign the result sheet before leaving the room failing which no objection shall be entertained against the room-wise results.

(Prof Sunil K Choudhary)
Election Officer
Saturday, 23 September 2023   **DUTA Elections (2023-2025)**