



OFFICE OF THE PRINCIPAL
S.V.M. AUTONOMOUS COLLEGE
JAGATSINGHPUR 754 103 (ODISHA)

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No. 7754 //SVMC// Date. 13.10.2026

GENERAL INSTRUCTIONS FOR ELECTION OF COLLEGE UNION AND OTHER
AFFILIATED ASSOCIATIONS/SOCIETIES 2026-27

1. Election of Office Bearers for the College Union and other affiliated Societies for UG and PG Classes for the session 2026-27 will be held on 15.10.2026 from 08.00 a.m.
2. Polling booths will be opened at 7.30 a.m. and polling will start at 8.00 a.m. and continue till 2.00 p.m., after which no student will be allowed to enter the Polling Booths.
3. Ballot Boxes will be locked and sealed 15 minutes before the commencement of the Polling and kept inside the booths under the custody of the Presiding Officers.
4. The candidate or their authorized agents may put their seal on the Ballot Boxes and inspect the Polling booths, if they so desire, during the hour of polling.
5. Bells will be given at the starting and closing times of Polling.
6. All students present in the closing hour of Polling in the Polling Booths will be allowed to cast their votes, after which the Ballot Box will be sealed, in front of minimum two students of that particular room.
7. Only bona fide regular students with proper dress code, whose names are in the Electoral Rolls, are eligible to cast their votes on production of their Identity Cards. Identity Cards must be up-to-date one day prior to the date of election. No voter can cast his/her vote without an Identity Card.
8. Polling will be done by secret ballot.
9. **STUDENTS SHOULD CAREFULLY READ THE INSTRUCTIONS GIVEN AT THE TOP OF THE BALLOT PAPERS.**
10. Any tampering, overwriting, illegible and confusing marks will result in the cancellation of votes for the offices concerned.
11. Candidates or only one of their authorized agents may be allowed to remain present in the Polling Booth to observe the method of counting.
12. Any sort of canvassing near or inside the booth is strictly prohibited.
13. No complaint regarding polling will be entertained unless made during Polling.
14. Soon after the Polling is over, slits of the boxes shall be closed and sealed by the Presiding Officers in the presence of the candidate or their agents, if available in the Polling Booth, and they may put their seal on the ballot boxes if they so like.
15. Counting of Votes will be done by the Presiding Officers and other Officers in their respective Booths after the election is over and the long bell is given.
16. Either the candidates or their agents only may remain present at the time of counting. None else is allowed to remain inside the booth at the time of counting. Each candidate will be supplied with the required number of prescribed agent slips duly signed by the authority.
Any dispute regarding counting of votes shall be entertained provided the candidates or their authorized agents bring specific charges in writing to the Presiding Officer in the Booth concerned at the time of counting. If any Presiding Officer does not take the complaint into account, the matter may be immediately reported to the Principal in writing by the candidate or his/her authorized agent. In such matters, the decision of the Principal is final.
17. Students are required to maintain perfect discipline during the election.
18. Discourteous dealing and indiscipline behaviour of a student may deprive him/her of his/her voting right.
19. No student is allowed to remain in the Polling Booth for more than 5 (five) minutes.

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13.10.26

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Principal
S.V.M. Autonomous College,
JAGATSINGHPUR