



**OFFICE OF THE ELECTION OFFICER
DHARANIDHAR UNIVERSITY, KENDUJHAR**

**STUDENTS' UNION ELECTION 2026 - 27
DETAILED PROCEDURAL GUIDELINES**

No. DDU/ELECTION/006 / Date: 07.10.2026

1. GENERAL:

It is notified for the information of all concerned that the election to various posts of the Students' Union and other societies/ clubs of the Dharanidhar University will be held on 15.10.2026. The posts for which Election will be held for the +3, B.Ed. and P.G. classes are given below in Para- 10.

2. SALE OF NOMINATION FORM.

Nomination forms (2026-27) will be sold to the students at the counter No. 17 on production of valid Identity card on 08.10.2026 (11 AM – 5 PM) and 09.10.2026 (10 AM to 12.30 PM) on payment of Rs.10/- each.

3. GUIDELINES FOR FILLING UP NOMINATION FORMS:

(a) Name of the candidate, proposer and seconder should be correctly written in Capital letters.

Example: - Prakash Mohanty

– wrong

PRAKASH MOHANTY

– Correct

(b) Name of the office/ Post, as mentioned under Para 10 (A) & (B) of this notification, should be correctly written in capital letters.

© The class and Roll Number of the candidate, Proposer and seconder must be correctly mentioned.

(d) No student can contest for more than one post.

(e) The proposer or the Secunder can not propose or second more than one candidate for the same post. Nor can he / she be the candidate for the same post.

(f) Proposers and seconders should have no academic arrear.

(g) The proposer, seconder and candidate must give their full signature in the presence of verifying officer at the time of submission of Nomination Forms.

(h) For the posts of Class Representatives, the candidates, proposer and seconder must belong to the same class.

- (i) For the post of Lady Representative, the candidates, proposer and seconder must be Girl students.
- (j) For the posts of different faculty societies, the candidate, proposer and seconder must belong to the concerned faculty.
- (k) For the Posts of Secretary, Boys' Common Room and Secretary, Girls' Common Room, the candidate, proposer and seconder must be Boy student and Girl student respectively.
- (l) Only Day-scholars can be candidates/ Proposers/ Seconders for any of the posts of the Day-Scholars Association.

4. SUBMISSION OF NOMINATION:

At the time of submission of Nomination form in the University office for the ensuing election to the Students' Union and other societies the following procedures have to be strictly followed by the candidates.

- (a) He /she must have taken readmission and has to come with his/her valid Identity card for the purpose of further verification as well as putting the signature on the nomination paper and the register before submission.
- (b) He/she has to come with his/her proposer and seconder along with their valid Identity cards for proper identification.
- © Nomination Forms will be submitted on 09.10.2026 between 10 AM to 01.00 PM and the nomination forms will be scrutinized on the same day from 2 PM to 4 PM.
- (d) A student who does not secure at least 75 % attendance in the class by 09.10.2026 is not eligible to contest for any post.
- (e) List of valid nominations will be notified after scrutiny of such papers on 09.10.2026 at 5 PM

5. WITHDRAWAL OF NOMINATION:

Candidates will be allowed to withdraw their candidature by submitting written application. The application should be given to Dr. Sumantra Naik, Assistant Professor in Odia personally along with his/her Identity card on dt.10.10.2026 between 10 AM to 1 PM. Dr. Sumantra Naik will be available in the Conference Hall of the Administrative Building for the purpose.

6. FINAL LIST:

The final list of valid Nominations after withdrawal will be notified on 10.10.2026 3 PM. Any mistake in the name, class and Roll No. of the candidates on the list should be brought to the notice of Dr. B. R. Dhal, Dy. Registrar on 10.10.2026 instantly by 3.30 PM.

7. CAMPAIGN:

The students are advised to see to it that their Election campaigning in no way vitiates the normal atmosphere of the University. They should not disfigure the walls of the University building in any

form. Disciplinary measures will be taken against candidates/ students disfiguring University walls etc. Besides, the students contesting for different posts cannot display hoarding and posters. University authorities will affix hoarding at conspicuous places indicating the name of the candidates and post for which they are contesting. If any contesting candidate indulges in violent activities to intimidate any student to vote for him/her, he/she may be disqualified, and his/her candidature shall stand cancelled.

8. “WHY I STAND FOR” MEETING:

Candidates contesting in the Election will be given an opportunity to explain their stand in support of their candidature in a meeting held for the purpose. The meeting for the candidates contesting for different posts (as mentioned in Para 10(A) & B) will be held on 14.10.2026 at 10 AM. Candidates are allowed to speak for themselves only.

9. POLLING AND COUNTING:

The polling will be held on dt.15.10.2026 from 8 AM to 2 PM in different rooms for different classes which will be notified later on. The Polling Agents are required to enter into their respective Polling booths at 7.45 AM when there is a long bell. At 7.55 AM ballot box will be sealed and sharp at 8.00 A.M. polling will start with ringing of a short bell Student voter will be allowed to enter into their respective booths batch by batch to cast their votes during 8.00 AM to 2.00 PM. At 2.00 PM there will be a long bell indicating the closing of poll. No voter will be allowed to enter booths after 2.00 PM. However, the polling may continue, if necessary, till all voters present inside the booths by 2.00 PM have cast their votes. Counting of votes will be taken up in the respective rooms at 2 PM on 15.10.2026. At the time of counting, the candidates or his/her authorized agent (one for each candidate for each room) may remain present with the authority slip from the candidate concerned. The authorization slips will be issued to the candidates by Mr. B. K. Behera and Mr. P. K. Panda during “Why I Stand for” meeting hours. The result of the Election will be declared after the final approval of the Vice-Chancellor. The candidate obtaining the largest number of votes will be declared elected. In case of the equality of votes between any two or more candidates for a post, Election result will be decided by lot by the Vice-Chancellor. **Requests for recounting will not be entertained on any circumstances.** Therefore, the contesting candidates are required to appoint their responsible and reliable Agents, who will be fully vigilant at the time of counting in their respective booths.

10. POSTS TO BE FILLED AND ELIGIBILITY CRITERIA: (For contestants & voters)

The following posts in Students’ Union and other Societies/ Club/ Common rooms etc. will be filled up for the academic session 2026 - 27. The candidates shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an executive member. **Office bearers may mean those posts for which the students of entire college participate in electoral process. Executive members may mean Class representatives.**

Eligibility Criteria to contest for different posts is indicated against each post.

(A) For UG, B.Ed. and PG Classes

Name of Office	Name of Post, Eligibility to contest
Students' Union	1. President – Any student admitted through SAMS. 2. Vice-President – Any student admitted through SAMS. 3. Secretary – Any student admitted through SAMS. 4. Assistant Secretary - Any student admitted through SAMS. 5. Class representative - One from each class of each Faculty (UG, B.Ed., PG & SFC). The respective class students are eligible for the classes concerned. 6. Lady Representative – One girl student of UG, B.Ed., PG & SFC classes to be elected by the Girl students of these classes.
Dramatic Society	1. Secretary - Any student admitted through SAMS. 2. Assistant Secretary - Any student admitted through SAMS. 3. Class representative—One from each class of each Faculty (UG, B.Ed., PG & SFC). The respective class students are eligible for the concerned classes
Athletic Club	1. Secretary - Any student admitted through SAMS. 2. Assistant Secretary - Any student admitted through SAMS. 3. Class representative - One from each class of each Faculty (UG, B.Ed., PG & SFC). The respective class students are eligible for the concerned classes

(B) Common Offices:

Name of Office	Name of Post, Eligibility to contest
Vigyan Parishad	1. Secretary - Any student admitted through SAMS and belonging to science Classes (including PCM & CBZ students of B.Ed.) of the University is eligible. 2. Assistant Secretary - Any student admitted through SAMS and belonging to science Classes (including PCM & CBZ students of B.Ed.) of the University is eligible. 3. Class representative - One from each Science class. The respective class students are eligible for the concerned classes

Humanities Society	1. Secretary - Any student admitted through SAMS and belonging to Arts Classes (including Arts students of B.Ed.) of the University is eligible. 2. Assistant Secretary - Any student admitted through SAMS and belonging to Arts Classes (including Arts students of B.Ed.) of the University is eligible. 3. Class representative—One from each Arts class. The respective class students are eligible for the concerned classes
Society for Commerce and Professional Studies	1. Secretary - Any student admitted through SAMS and belonging to Commerce, MBA, BBA & PMIR Classes of the University is eligible. 2. Assistant Secretary - Any student admitted through SAMS and belonging to Commerce, MBA, BBA & PMIR Classes of the University is eligible. 3. Class representative - One from each Commerce, MBA, BBA & PMIR class. The respective class students are eligible for the concerned classes
Boys' Common Room	1. Secretary - Any male student admitted through SAMS.
Girls' Common Room	1. Secretary - Any female student admitted through SAMS.
Editorial Board of Purabi	1. Student member – Any student admitted through SAMS.

11. OATH TAKING: The elected office Bearers will take the oath of office on 16.10.2026 at 11AM.

12. Guidelines/ instructions for students and candidates as received from the Govt. are issued separately for guidance for all concerned.

N.B.

I. (a) **To take part in the election as candidate/ Proposer/ Seconder every student must get his/her Identity card issued, get readmitted if not done yet, before purchase of nomination form failing which their candidature will be cancelled.**

(b) **The voters are required to take readmission, if not taken already, and obtain their Identity cards on or before 15.10.2026 failing which they will be debarred from casting their votes.**

II. Any complaint may be brought to the notice of the Grievance Redressal Cell.

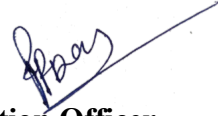
IV. The decision of the Vice-Chancellor on any matter concerning the Election is final & binding on all concerned.


Election Officer
(Dharanidhar University, Kendujhar)
Election Officer
Dharanidhar University

Memo No. 07 (05) Date 07.10.2026

Copy To:

1. PS to VC for information and necessary action
2. PA to Registrar for information and necessary action
3. COF for information and necessary action
4. Superintendents of all hostels for information and necessary action
5. All notice boards of the university



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