



OFFICE OF THE ELECTION OFFICER, DHARANIDHAR UNIVERSITY, KENDUJHAR

STUDENT UNION ELECTION, 2026–27

No. DDU/ELECTION/025 / Date: 12.10.2026

INSTRUCTIONS TO PRESIDING / POLLING OFFICERS

DATE OF ELECTION – 15.10.2026

TIME OF POLLING – 8:00 AM TO 2:00 PM

TIME OF COUNTING – 2:00 PM ONWARDS

1. The Polling party will be assembled by 7:00 AM positively in the **Examination Section**.
2. The presiding officers are to receive the polling materials from Dr. B. P. Das (Geology), Dr. Y. N. Singhababu (Material Science), Dr. Sumantra Naik (Odia) and Dr. Sridhar Sanyasi (Chemistry) by 7:30 AM on 15.10.2026.
3. Immediately after receiving the materials, they will proceed to their respective polling rooms with their polling party. **Absence of any member of the polling party** is to be reported at 7:30 AM to **Dr. B. R. Dhal**.
4. It is the duty of the presiding officer to distribute the work among the party members so that polling and counting are done perfectly. It is the duty of the Polling Officers and Polling Assistants to co-operate with the presiding officer and help him/her in the smooth conduct of the polling and counting.

First Bell	7:45 AM	Long ring	Entry of Polling agents into respective booths
Second Bell	8:00 AM	Short ring	Beginning of Polling
Third Bell	2:00 PM	Long Ring	End of Polling & start of counting

5. **Sealing of Ballot Box:** The Ballot box is to be locked and sealed at 7:55 AM before commencement of Polling in the presence of candidates or their authorized agents. The **agents must produce their authorization slips**. In case the candidates or their authorized agents are not present the ballot box is to be sealed without waiting for them. The top of the ballot box is to be sealed by using the cardboard at the end of Polling.
6. **Duration of Polling:** Polling will continue from **8:00 AM to 2:00 PM**. No voter will be allowed to enter the room after 2 PM. **However, the Polling may continue, if necessary, till all the voters present inside the booth by 2:00 PM have cast their votes.**

7. **Canvassing:** Canvassing in any form in and outside the polling room is strictly prohibited.
8. **Issue of ballot paper:** The ballot papers are to be signed by the Presiding Officer before issue and the portion, not applicable to the voter should be deleted (Section 9). While issuing the ballot papers, the Electoral Roll is to be referred to and marked (by putting a tick mark). The voter is to be asked to give his/her full signature on the Electoral roll against his/her Roll No.
9. The following are the voting guidelines for different disciplines of the university
 - a. Girl students are not eligible to vote for the post of Secretary, Boy's Common Room & vice versa
 - b. Arts students are not eligible to vote for Society for Commerce and Professional Studies and Vigyan Parishad.
 - c. Commerce, MBA(G), MBA (FM), BBA and PMIR students are not eligible to vote for Vigyan Parishad and Humanities society.
 - d. Science, BCA and MSc in Computer Science students are not eligible to vote for Society for Commerce and Professional Studies and Humanities society.
 - e. The class representatives are to be elected by the voters of the classes concerned only. Keeping in view the above points, the Presiding officers are to delete the portions of the Ballot paper, not applicable to a particular voter.
10. **Identification:** Production of the valid University identity card for 2026 - 27 is the only identification of a Bonafide voter. No other form of identification shall be entertained. The Identity cards are to be collected from the voters, while issuing ballot paper and kept with the presiding officers till they cast their votes and will be returned thereafter with due signature of any of the officers on the Identity card.
11. **If the Roll No. of the voter is not found in the Electoral Roll, but he/she possesses a valid Identity card,** he/she will be directed to obtain a Bonafide Voter's Certificate from **Sri P.K. Panda, Director, CDC**, who will be available in the 'Election Office' during the polling hours.
12. **Counting of Votes:** At 2:00 PM, a long bell will indicate the end of voting. The counting of votes will commence immediately after all the students have cast their votes present inside the booth within the timeline. During the counting of votes, candidates or their authorized agents can witness the counting in the respective/concerned rooms.
13. The following instructions have been given to the voters regarding casting of their votes on the ballot paper, and these should be taken into consideration at the time of counting.
 - a. **The voter is to cast his/her vote by putting only '√' mark in the voting space** provided in the Ballot paper against the name of the candidate of his/her choice for any post.
 - b. The '√' mark in the voting space should be neatly and correctly given.
 - c. Any mark other than '√' mark will render the vote invalid. More than one '√' for a post or '√' mark accompanied by any other mark in any voting space will render the vote invalid.
 - d. '√' mark in any space other than the voting space will render the vote invalid.

- e. The conditions laid down above in Cl. 9 should be taken into consideration at the time of counting.

14. Return of materials:

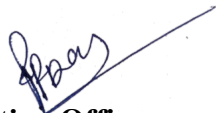
- a. After the counting is over, the counting sheet of each booth properly signed by the officers is to be handed over to Dr. B. P. Das, Geology at **Examination Section**.
- b. The used ballot papers are to be put inside the box and sealed box with the keys is to be handed over to Dr. Sumantra Naik, Odia and Dr. Sridhar Sanyasi, Chemistry at Examination Section.
- c. The unused ballot papers and other polling materials are to be put inside the big packet supplied and are to be handed over to Dr. Y. N. Singhababu, Material Science at Examination Section.

15. Any doubt on any matter should be brought to the notice of Dr. B. R. Dhal, Election Office.

Memo No. **26 (02)** Date **12.10.2026**

Copy To:

1. PS to VC for information and necessary action
2. PA to Registrar for information and necessary action


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


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