

**GENERAL GUIDELINES FOR CONDUCTION THE STUDENTS'  
COUNCIL ELECTION 2017-18**

**I.POLLING**

1. The ballot boxes kept in each polling booth shall be shown empty to the candidates or his/her authorized agent(s).
2. After their seeing, the ballot boxes empty, the ballot boxes should be closed and sealed.
3. After sealing the ballot boxes as aforesaid, a declaration (two copies) shall be obtained in the following form and pasted on the box itself after sealing in the presence of the candidates or his/her authorized agent(s).

**Pondicherry University Student's Council Election 2017-18**

**Declaration Form I**

- We have found and ascertained that the ballot box was empty.
- The empty ballot box was closed in my/our presence and duly sealed.

Date:

Time:

Signature of the respective candidates  
or his/her authorized Agents

4. These declarations should be signed by the respective candidates or his/her authorized agent(s) and one copy shall be pasted on the box itself. Another copy shall be kept by the Election Officer.
5. Whether the students come for voting or not, the respective booth shall be kept open till the closing hours i.e., up to 1.00 PM of the polling day.

6. After the polling is over, each ballot box shall be sealed again for the second time in the presence of respective candidates or his/her authorized agent(s) with a note that such a seal was affixed after polling in his/their presence.

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**Declaration Form II**

- The polled ballot box was closed in my/our presence and duly sealed.

Date:

Time:

Signature of the respective candidates  
or his/her authorized Agents

7. After the polling is over, all the ballot boxes should be collected safely with seals intact and kept in an earmarked place. The room where the ballot boxes shall be kept under tight security and shall also be sealed in the presence of the candidates or his/her authorized agent(s), whoever is/are available. The following declaration has to be pasted on the room.

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**Declaration Form III**

- The ballot boxes were kept in my/our presence and the room was duly sealed.

Date:

Time:

Signature of the respective candidates  
or his/her authorized Agents

8. All the keys of the ballot boxes as well as the room(s) shall be put in a cover and sealed in the presence of the candidates or his/her authorized agent(s) present and handed over to the Election Officer for safe custody.

**II Counting**

1. The cover/pouch containing the keys of the strong room and the ballot boxes shall be shown to the candidates or his/her authorized agent(s) who is/are all present and a declaration that the seals were intact shall be obtained from such candidates or his/her authorized agent(s) with date and time.

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**Declaration Form IV**

- The seal of the cover/pouch containing the keys of the strong room was found intact and it was opened in the presence of us and the ballot boxes were found intact with seal.

Date:

Time:

Signature of the respective candidates  
or his/her authorized Agents

2. The sealed room must be opened by the Election Officer in the presence of the candidates or his/her authorized agent(s). The following declaration has to be obtained.
3. On opening the strong room, a similar exercise has to be done to the effect that the seals in the ballot boxes were intact and a declaration to the effect should be obtained from the candidates or his/her authorized agent(s) with date and time.

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**Declaration Form V**

- The seal of the room was found intact and it was opened in the presence of us and the ballot boxes were found intact with seal.

Date:

Time:

Signature of the respective candidates  
or his/her authorized Agents

4. The Election Officer along with the authorized persons nominated by the University shall be present in the venue of the counting, at the time and date already fixed.
5. Only the authorized agent(s) of the candidate(s) shall be allowed to be present in the venue of the counting.
  
6. Each ballot box shall be opened in the presence of the respective candidate(s) or his/her authorized agent(s).
7. Before counting, the number of ballot papers should tally with the number of votes polled.
  
8. All the ballot shall be pooled together.
  
9. The counting of the votes shall begin after pooling of all the ballot papers.
  
10. First the postal votes received by the Election Officer through e-mail must be counted
  
11. After making the tabulation the final results shall be arrived and the final results shall be announced.
  
12. The final results shall be announced in the presence of the candidates or his/her authorized agent(s) and the signature of the all such persons present shall be obtained.

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**Declaration Form VI**

- The results were announced in the presence of us and the votes are correct.

Signature of the respective candidates  
or his/her authorized Agents

13. After the completion of all these exercises, the ballots found in each box shall be put in a separate cover and the respective cover shall be covered and sealed and all such sealed covers should be kept separately in another box and sealed and kept safely by the Election Officer.