

ASSAM UNIVERSITY STUDENTS UNION ELECTION- 2016

Guidelines for HODs and Micro Observers

Duties of HODs/Presiding Officer

1. HODs or their nominees will conduct the polling in respective Departments as Presiding Officer.
2. The voters will be the students of PG, UG, One Year Diploma and M.Phil / Ph.D Programme of the respective Departments.

Time of Poll: 11.00 AM to 02.00 PM on 27/09/2016

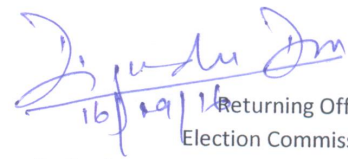
3. After polling is over, counting of votes will be done in respective Departments in the presence of Polling Agents (if available) and Micro Observers appointed by Election Commission.
4. The counting sheet should contain signature of Polling Agents (if available), Presiding Officer and Micro Observers.
5. After completion of counting the counting sheet shall immediately be submitted in a sealed envelope to Election Commission (for compilation) at the Bipin Pal Auditorium.
6. The HOD/Presiding Officer will allow presence of Polling-cum-Counting Agents in the hall during polling and counting, only when the agent is having a formal request letter signed by contesting candidates. One candidate can appoint only one Polling cum Counting agent in a Department. A Polling Agent can represent a panel of candidates also.
7. During counting of votes, Polling Agents will not be allowed to go out of the hall until counting is over. HODs/Presiding Officers are requested to ensure that the Polling Agents put their signature on the counting sheet after the counting is over.
8. Ballot boxes will be collected from the Departments by Election Commission itself. The Presiding Officers are to ensure immediate submission of counting sheets only at Bipin Pal Auditorium.
9. The HODs/Presiding Officers will obtain signature of voters before issuing Ballot Papers to prevent impersonation. The Voters List may kindly be prepared by the respective Departments.

All HODs shall verify the following while forwarding the nomination form of the candidates:

- i) The candidate has 75% of attendance in current semester as on 17-09-2016.
- ii) The candidate has no arrear paper.
- iii) The age of candidate as on 17-09-2016: a) UG: Up to 22 years; b) UG Integrated Course: Up to 25 years; c) UG 4 years duration: Up to 23 years; d) PG : Up to 25 years; e) Research students: Up to 28 years.
- iv) Any disciplinary proceedings initiated or disciplinary action taken against the candidate.
- v) Candidate contested last Assam University Students Union election as office bearer or councillor.

Duties of Micro Observers

1. Micro Observers are requested to see that free and fair election is held in the Departments.
2. A Micro Observer will have to reach the Department in which duty is assigned to him/her at least 30 minutes before the scheduled time.
3. **Time of Poll: 11.00 AM to 02.00 PM on 27/09/2016**
4. Micro Observers are simply to observe the proceedings and submit a report to Election Commission.
5. Micro Observers shall be present in the hall during counting. He/she will also put signature in the counting sheet after counting is over. Counting will start immediately after polling in respective Department



Returning Officer,
Election Commission,
Assam University Students Union Election-2016-17