



Assam University, Silchar

ASSAM UNIVERSITY STUDENTS' UNION (AUSU) Election, 2025

Guidelines for HODs/Presiding /Polling Officers

Time of Poll: 10 a.m. to 2 p.m. on 10.11.2025

No. AUS/AUSU/EC/RO/2025/02

Date: 01.11.2025

1. The electoral lists issued by the Election Commission shall be used to identify the voters in all polling stations.
2. Signatures of the HODs/Presiding Officers and polling agents present in the respective polling station must be taken in the envelope containing the ballot papers before the opening of the envelope.
3. Once polling is over, counting of votes will be done in the respective polling stations in the presence of polling agents (if available) by the Presiding Officers and Polling Officers concerned.
4. The counting sheets should contain the signatures of polling agents (if available), Polling Officers and the Presiding Officers.
5. After completion of counting, the Presiding Officers will inform the Returning Officer to get the counting sheets and ballot papers collected from the respective polling stations.
6. The HODs/Presiding Officers/Polling Officers will allow the presence of polling-cum-counting agents (only one per candidate) in the polling hall during polling and counting only when the agent has a formal request letter signed by the respective contesting candidates. One candidate can appoint only one polling-cum-counting agent in each polling station. A polling agent can also represent a panel of candidates. The form for the polling agents can be collected from HODs/Presiding Officers.
7. The HODs/Presiding/Polling Officers will obtain the signatures of voters before issuing Ballot Papers to prevent impersonation.
8. During the counting of votes, polling agents will not be allowed to go out of the hall until the counting is over. HODs/Presiding/Polling Officers are requested to ensure that the polling agents put their signatures on the counting sheet after the counting is over, with the counter signatures of HODs/Presiding Officers concerned.
9. Any act of indiscipline during the polling process by any candidate will result in disqualification.

10. HODs/Presiding Officers are requested to arrange ballot boxes with locks and keys. The electoral list, ballot papers, counting sheets and other materials will be supplied by the logistic team of the Election Commission to the respective polling station on 08.11.2025.



Prof. Anindya Syam Choudhury
Returning Officer
AUSU Election, 2025