

**DUTIES AND RESPONSIBILITES OF RETURNING OFFICER,
ASSISTANT RETURNING OFFICER, PRESIDING OFFICER AND
POLLING**

Note: Assistant Returning Officers, Presiding Officers and Polling Officers will report to Returning Officer (ARO) at sharp 08 AM in the office of RO on the day of polling i.e. 17.10.2018.

Duties and Responsibilities of Returning Officers (RO)

1. To ensure that the ordinance for the elections of BPSMV Executive Council as approved by the Executive Council in its 60th meeting held on 11.10.2018 is complied in letter and spirit during the BPSMV Students Elections-2018.
2. To ensure that all instructions/notifications received from the office of the Dean Students Welfare for the above said elections are complied in letter and spirit during the said elections.
3. To appoint Assistant Returning Officer/s, Presiding Officer and two polling officers for elections of each class representative.
4. To supervise the Assistant Returning Officer/s, Presiding Officer and the polling officers during the said elections.
5. RO will initiate the process of invitation of nominated/screening/objections/publication of final list candidate as per the notification.
6. RO will prepare for the voting after Procurement of the materials from the General Branch i.e.

- | | |
|------------------|----------------|
| i) Ballot Box | iv) Envelope |
| ii) Ballot Paper | v) Seal |
| iii) Forms | vi) Candle |
| | vii) Match Box |

- | | |
|---|---|
| viii) Tape, glue
stick, pen,
marker | xi) Stationary for
ballot paper at
central place. |
| ix) Laptop/Computer | xii) Other relevant
material. |
| x) Printer | |
7. To convene the meeting of AROs, Presiding Officer/s, Polling Officer/s and disciplinary committee etc. at least 2-3 days before the day of polling.
 8. RO will provide the ballot papers one day before (i.e. 16/10/18 before 2 P.M.) for election of Class Representative (CR) to ARO or Presiding Officers.
 9. To be in touch with district administration for the student council election and maintaining law and order situation in the University campus in consultation with Proctor and Chief Security Officer.
 10. To specify the Polling Station/Place/Booth for the election of the Class Representatives.
 11. Arrangement of videography at all the Polling Station/Place/Booths.
 12. RO will ensure the counting of Votes in his supervision as per instructions/circulars.
 13. To notify the Place for display of handmade posters by contesting candidates.
 14. RO will bring elected Class Representatives to Multipurpose Hall at Teaching Block-1 immediately after declaration and preparation of the results in prescribed format in a sealed cover as per notification.
 15. RO will hand over the record of the election of Class Representatives to Chief Election Officer immediately after the conclusion of the election but not later than three hours of the declaration of the result.

16. In any dispute the decision of the Dean Students Welfare-cum-Chief Election Officer will be final in case of election of office bearers, executive committee of student council.

Duties and responsibilities of Assistant Returning officer (ARO)

1. ARO will collect the election material from the RO including the followings:
 - i) Ballot Boxes
 - ii) Seal/Locks
 - iii) Candles
 - iv) Tapes
 - v) Forms
 - vi) Envelopes
 - vii) Sealing Tape
 - viii) Locks
 - ix) Pens
 - x) FeviStick
 - xi) Match Box
 - xii) Ballot Papers
2. To receive valid Voter list for each class /section.
3. To ensure the election process in the form of nomination, objections, scrutiny, withdrawal, final list etc. as per circulars/notifications.
4. ARO will ensure the implementation of the code of conduct for the contesting candidates as per general election guidelines.
5. ARO will ensure the discipline/law and order during the election process in coordination with the RO
6. The ARO will provide material to the polling party

7. ARO will conduct a formal meeting with all the contesting candidates of the departmentsø day before the polling and to provide all kinds of information including code of conduct to the candidates.
8. ARO will hand over the ballot papers to the presiding officer at 9.00 AM on the date of voting.
9. ARO will put the departmental stamp to each ballot paper.
10. The ARO will ensure that the counting process should be held after bolting the room and to ensure that no unauthorised person should be there at the time of counting.
11. To ensure the counting of votes under his/her supervision as per circulars/notifications.
12. ARO will ensure that Invalid votes should be separated first before the start of counting and signed by the contesting candidate/agent. All such ballot papers were sealed in separated envelope specified for such work.
13. The decision of the Dean Students Welfare-cum-Chief Election Officer shall be final in case of any dispute in an election for Class Representative.
14. The ARO will prepare the results as per format under the supervision of RO and hand over it to the RO in person in sealed cover with two copies.
15. The ARO will accompany the elected CR immediately after the declaration of the C.R. to the R.O. office.
16. The ARO will not leave the RO office till the final declaration of results of the all Class Representative of the department/institute/centre.

Duties of Presiding Officer

1. To prepare the polling booth one day before the commencement of elections.
2. To ensure the proper seating arrangement of the voters and the polling party.
3. To prepare the ballot box prior to start of the elections; The Presiding officer will show empty box to the voters present at the time of elections, after that he/she will seal the ballot box before the commencement of the polling.
4. After completion of polling he/she will announce the no. of votes polled and the same will be given to the candidates in the prescribed format. However, two copies of the above will be handed over to ARO.
5. Presiding officer will ask all the voters to leave the booth except contesting candidates for the post of Class Representative. Than after, he/she will take the entire candidate along with polling officer and sealed ballot box to the ARO office for counting of ballot paper.
6. Counting of ballots will be done after the voting is over and thereafter the results shall be prepared and announced. Copy of the result will be given to the contesting candidates.
7. Presiding Officer will seal all the records pertaining to the elections and handover to the ARO. All the ballot papers will be sealed in prescribed envelope (used and unused separately). Sealing of all material will be done.

Duties of 1st Polling Officer

1. She/He will be the In-charge of student voter list and responsible for identification of voters.
2. She/He will mark the attendance of the student on voter list.

Duties of 2nd Polling Officer

1. 2nd polling officer will issue the ballot paper to the voter after taking signature of the voter on first part of ballot paper. The Polling Officer will also put his/her signature on above mention part of the ballot paper at appropriate place.

POLLING PARTY WILL ENSURE THAT NO VOTER CARRIES THE PHONES ON THE DAY OF POLLING AT THE POLLING STATION/POLLING BOOTHS /i.e. FROM 08:30 A.M. TO END OF POLLING PROCESS.

Summary Chart for Counting

Name of Post.....

Class.....

Section.....

Department/College/Regional Centre.....

Name of the Candidate.....

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.
13.	14.	15.	16.	17.	18.
19.	20.	21.	22.	23.	24.
25.	26.	27.	28.	29.	30.
31.	32.	33.	34.	35.	36.
37.	38.	39.	40.	41.	42.
43.	44.	45.	46.	47.	48.
49.	50.	51.	52.	53.	54.
55.	56.	57.	58.	59.	60.
61.	62.	63.	64.	65.	66.
67.	68.	69.	70.	71.	72.
73.	74.	75.	76.	77.	78.
79.	80.	81.	82.	83.	84.
85.	86.	87.	88.	89.	90.
91.	92.	93.	94.	95.	96.
97.	98.	99.	100.	101.	102.

Signature

**ELECTION BYE-LAWS OF THE BHAGAT PHOOL SINGH MAHILA
VISHWAVIDYALAYA, KHANPUR KALAN, STUDENT COUNCIL**

**PLEASE RETURN AFTER FILLING TO RETURNING OFFICER / DEAN
STUDENT WELFARE IN A CLOSED COVER IMMEDIATELY AFTER
THE COMPLETION OF COUNTING OF VOTES.**

Statement of the results of counting of votes for **CLASS REPRESENTATIVE**
of the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur students.

(To be filled in bold letters)

1 Name of the Department/College/Regional Centre

2. Class _____

3. Section _____

Total number of votes polled:

S. No.	Name of the Candidate	Votes Polled
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1	_____	_____
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2	_____	_____
---	-------	-------

3	_____	_____
---	-------	-------

4	_____	_____
---	-------	-------

5	_____	_____
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6 No. of cancelled votes _____

Name & Roll no. of elected _____

Signature of the Presiding Officer _____

Signature of the Polling Officers

1 _____

2 _____

Signature of the Student Observers

/Candidate/Agent 1 _____

2 _____

Signature of Assistant Returning Officer

Dated: _____

**ELECTION BYE-LAWS OF THE BHAGAT PHOOL SINGH MAHILA
VISHWAVIDYALAYA, KHANPUR**

PLEASE RETURN AFTER FILLING TO RETURNING OFFICER / DEAN
STUDENT WELFARE IN A CLOSED COVER IMMEDIATELY AFTER
THE COMPLETION OF COUNTING OF VOTES.

Statement of the results of counting of votes for the post of _____
of the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur studentsø
organization.

(To be filled in bold letters)

Total number of votes polled:

Sr. No.	Name of the Candidate	Votes Polled
1	_____	
2	_____	
3	_____	
4	_____	
5	_____	
6	_____	
7	_____	

8 No. of cancelled votes _____

Name & Roll no. of elected _____

1 Department/College/Regional Centre _____

2 Class _____

3 Section _____

Signature of the Presiding
Officer _____

Signature of the Polling Officers
1 _____
2 _____

Signature of the Student Observers
/Candidate/Agent

1 _____
2 _____

Signature of Assistant Returning Officer

Dated: _____

**ELECTION BYE-LAWS OF THE BHAGAT PHOOL SINGH MAHILA
VISHWAVIDYALAYA, KHANPUR CAMPUS STUDENTS' COUNCIL**

Consolidated List of Elected Class Representative

**THIS INFORMATION MAY BE SENT TO THE OFFICE OF DEAN,
STUDENT WELFARE IMMEDIATELY**

To
The Dean Student Welfare/Returning Officer
Bhagat Phool Singh Mahila Vishwavidyala,
Khanpur

Dear Sir,

I am to inform you that the election of the Class Representative(s) of this Department/College/Regional Centre to the Students Council for the session _____ has been held strictly according to the procedure laid down by you. The following person(s) have been duly elected as our Class Representative(s)

1 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

2 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

3 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

4 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

5 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

6 _____
daughter of Shri _____
Roll No. _____ of _____ Class.

Further, I certify that I have personally verified from original documents, the eligibility of the candidate(s) as required by the Constitution of the Students Council, and I have duly disposed of all the objections received in connection with this election.

Yours Faithfully,
Assistant Returning Officer/Chairperson of the Department/
Principal/Director (Seal)