

**ELECTION NOTICE NO. - 4**

***Dt. 21.08.2017***

**Detailed Schedule of Students' Council Election**

**Day – 1 (22 August 2017)**

The Head/ Coordinator of a Department/ Programme will remain in the overall control of the election of class-representatives. They will have the liberty of making minor changes in the schedule, depending on the contextual needs.

- Step 1: All students of a class shall be seated in a designated classroom by the assigned time. E.g., if the assigned time is 10:00 AM, then by this time. [The day-long suggested schedule given separately.]
- Step 2: The HOD/ Coordinator or his/ her nominee shall seek nominations for the position of class representative, nomination shall be filed in a designated form. This process shall be completed in ten minutes. No new nomination can be filed after the HOD/ Coordinator writes all the nominees' names on the board.
- Step 3: If there is more than one candidate, election will be held immediately. All students must carry an identity card, either issued by the University or any other Government agency, which must be produced, on demand.
- Step 4: The HOD/ Coordinator or his/ her nominee shall keep in readiness the ballot papers issued to him by the office of the Chairman, Council of Deans.
- Step 5: The list of students in a class shall be made available in the form of electoral roll. The names of the students shall be called in serial order of the roll numbers. The H.O.D/ Teacher-in-charge will sign the ballot paper and hand over the same to the student after getting his/her signature in the electoral roll. The student will write the name that she/he votes for and will drop the ballot paper in the ballot box. While calling the names of students, the absentees shall be recorded.
- The Candidates will function as their own election agents.
- Step 6: The counting will take place immediately after all voters present in the room have voted. The HOD/ Coordinator shall announce the name of the winner after counting of the votes.

**Day – 2 (23 August 2017)**

- Step 1: The elected class representatives from a School shall assemble in a room, designated by the concerned Dean by 10:00 AM.
- Step 2: The Dean shall seek nominations for the positions of Convener and Deputy Convener from among the elected class-representatives.
- Step 3: The Dean shall also seek nominations from among the Class Representatives or any other student of the same School, to be elected as representative to Athletic Club, Drama Society, DSA and SSG.
- Step 4: At 11:00 a.m. if necessary, elections will be held using ballot papers, the same way as in the case of class-representative. The Dean shall announce the names of the winner after counting the votes.
- Step 5: At 3:00 p.m. – The four Societies will meet separately and elect their Conveners and Deputy Conveners in the designated rooms. The Vice-President/Sensor shall invite nomination from among the elected representatives of the concerned Society/Clubs/Association. The VPs/Senor of the concerned Societies/Clubs/Association will conduct this election, announce the result and forward the names of the Convener and Deputy Convener to the Advisor, Students' Council.

Sd/-  
**Chairperson (I/c)**  
**Council of Deans**  
**Ravenshaw University, Cuttack**

**Memo No. 1059 / Dt. 21.08.2017**

Copy to all Notice Boards/ All Hostel Notice Boards/ Election File (20 copies)/ Copy to Adviser and Associate Advisers of Students' Council/ Registrar's Office / All Heads of the Departments/ Coordinators, Self-financing courses / Steno to Vice Chancellor for information and necessary action.

Copy to Prof. Luna Samanta, Prof. of Zoology and Web Master for information and necessary action.

Sd/-  
**Chairperson (I/c)**  
**Council of Deans**  
**Ravenshaw University, Cuttack**