

Dinabandhu Andrews College

Notice

7th December, 2011

ELECTION TO THE STUDENTS' UNION FOR THE SESSION 2011-12 (MORNING AND DAY SHIFT)

It is notified for general information of the students of Dinabandhu Andrews College (Morning and Day shift), Baisnabghata, P.O. Garia, Kolkata 700 084 that the Election to Students' Union for the session 2011-12 will be held on Friday, the 23rd December, 2011 according to the following programme in terms of the relevant provisions laid down in the Constitution of the Students' Union of Dinabandhu Andrews College. A copy of the Constitution of the Students' Union of Dinabandhu Andrews College will be available on the College website: www.dacollege.org. Following issuance of this notification the existing Students' Union stands dissolved with immediate effect.

A. Programme of election

All concerned shall strictly follow the schedule of the election process as mentioned below:

• Date of Election	23.12.2011 (Friday)	
	Morning and Day Shift	11-00 a.m. to 02-00 p.m.
• Issuance of Nomination papers	13.12.2011 and 14.12.2011 (Tuesday and Wednesday)	
	Morning and Day Shift	11-00 a.m. to 01-00 p.m.
• Date of submission of nomination papers	15.12.2011 and 16.12.2011 (Thursday and Friday)	
	Morning and Day Shift	11-00 a.m. to 01-00 p.m.
• Date of withdrawal of nomination paper	17.12.2011 (Saturday)	
	Morning and Day Shift	11-00 a.m. to 01-00 p.m.
• Date of scrutiny of duly submitted nomination papers	17.12.2011 (Saturday)	
	Morning and Day Shift	At 2-00 p.m.
• Date of publication of final list of valid candidates	19.12.2011 (Monday)	
	Morning and Day Shift	After 1-15 p.m.
• Submission of letters of authorization in case candidate(s) is/are unable to be present on the date of election himself/herself	19.12.2011 and 20.12.2011 (Monday and Tuesday)	
	Morning and Day Shift	2-30 p.m. to 4-00 p.m.

B. Constituencies

Morning Shift		Day Shift	
Class (Constituency)	Number of Representatives	Class (Constituency)	Number of Representatives
I Year B.A.	5	I Year B.A.	5
II Year B.A.	5	II Year B.A.	5
I Year B.Com.	5	III Year B.A.	5
II Year B.Com.	5	I Year B.Sc.(Bio)	5
III Year B.A. & B.Com	5	I Year B.Sc.(Pure)	5
		II Year B.Sc.(Bio)	5
		II Year B.Sc.(Pure)	5
		III Year B.Sc.(Bio & Pure)	5
		I Year B.Com.	5
		II Year B.Com.	5
		III Year B.Com.	5
		I Year M. Sc.(Zoo & Electronic Sc)	5
		II Year M. Sc.(Zoo & Electronic Sc)	5

C. Issuance of Nomination Papers

Only one nomination paper shall be available against one valid fee book/money receipt of any student who is eligible to participate in the election (in terms and conditions of eligibility described in **Section G** of this notification). A maximum number of 5 nomination papers may be issued to any bona fide student on production of valid fee book(s)/money receipt(s). The nomination papers shall be issued by the members of Election Board from the Teachers' Room on 13.12.2011 and 14.12.2011 (Tuesday and Wednesday) from 11-00 a.m. to 01-00 p.m.

D. Submission of nomination papers

Duly filled in nomination papers shall have to be submitted to the members of the Election Board in the Teachers' room on 15.12.2011 and 16.12.2011 (Thursday and Friday) from 11-00 a.m. to 01-00 p.m.

E. Date of withdrawal of nomination paper

Duly submitted nomination papers shall be allowed to be withdrawn irrevocably by the prospective candidate himself/herself on **17.12.2011 (Saturday) during 11-00 a.m. to 01-00 p.m.** For this a duly filled in application (in **Form 1**) shall have to be submitted in duplicate on **17.12.2011 (Saturday) between 11-00a.m. and 01-00 p.m.** Blank copies of Form 1 will be obtainable from the Teachers' Room on 16.12.2011 between 1-00 p.m. and 2-30 p.m.

F. Submission of irrevocable letters of authorization in case the candidate(s) is/are unable to be present on the date of election himself/herself/themselves

In case the candidate(s) is/are unable to be present on the date of election himself/herself/themselves he/she/they need to submit letter of authorization in someone else's name who should be a bona fide student of the same class to which the candidate(s) belongs/belong. Such letter of authorization must be submitted (in duplicate) on 19.12.2011 and 20.12.2011 (Monday and Tuesday) between 2-30 p.m. to 4-00 p.m. as per format appended below (Blank copies of Form 2 will be obtainable from the Teachers' Room on 19th and 20th December, 2011 between 11-30 a.m. and 1-00 p.m.).

G. Eligibility

Any regular student, who is not a casual student or who has not been penalized for grave indiscipline or found guilty of moral turpitude, and who has paid the tuition fees for **at least** first two months' of the Academic Year (2011-12) **i.e., July and August, 2011** shall be eligible for offering himself/herself as a candidate/proposer/second/voter in the election (2011). However, for any student enjoying **free studentship** for whatever reason, there shall be no bar in respect of clearance of tuition fees for being a candidate/proposer/second/voter as the case may be. **Final List of valid voters will be available on the College website from 7th December, 2011.**

H. The election process

Election of candidates (as Class Representatives, Vice President, General Secretary, and two Assistant General Secretaries to the Students' Union to be held in the following manner:

1.	Direct General Election with all the bona fide and eligible students of the college constituting a general constituency for the purpose of election of the Vice President , the General Secretary , and the two Assistant General Secretaries . <u>One Assistant General Secretary</u> shall be elected from the students of the Morning Shift and <u>one Assistant General Secretary</u> from the students of the Day shift.
2.	Direct Election of class representatives (CR) by the students of the respective constituencies for 5 Sub Committees (viz., <u>Cultural Sub Committee</u> , <u>Canteen Sub Committee</u> , <u>Literary & Science Sub Committee</u> , <u>Common room & Library Sub Committee</u> , and <u>Games & Sports Sub Committee</u>) For this purpose each class (as mentioned in section B of this notification) shall be considered as one constituency. The <u>proposer(s)</u> , the <u>second(s)</u> and the <u>candidate(s)</u> shall belong to the same class for the purpose of electing 5(five) class representatives corresponding to five Sub Committees.

I. Canvassing

Canvassing shall be allowed as per existing rules of the college i.e., **between 8-30 am and 8-45 am** (Morning Shift) and **between 1-00 pm and 1-15 pm (Day Shift)**.

Canvassing will cease from 22nd December, 2011. In other words, canvassing shall be allowed up to 21st December, 2011.

J. Other rules and regulations

1.	Each valid voter shall exercise a maximum of nine (9) votes. Four (4) votes of these will be for electing the office bearers (excluding the President). The rest five (5) votes will be for electing the five class representatives for the particular class to which the voter belongs. For the purpose of electing class representatives for a particular class (as mentioned in F of the Constitution of Students' Union), the candidate, the proposer and the seconder must be regular students of that particular class.
2.	Incomplete nomination papers or nomination papers with wrong entry or otherwise defective in terms of <u>Section K (I and II) of the Constitution of Students' Union</u> shall be liable to be cancelled.
3.	Nomination papers must be collected and the duly filled in nomination papers must be submitted on specific date(s) and time mentioned in the election notification (<u>Section A</u> of this notification).
4.	After scrutiny of nomination papers, a list of eligible candidates shall be displayed on the notice board. After the publication of final list of eligible candidates, each candidate in his/her discretion shall submit the name of his/her authorized representative to the members of the Election Board on 19 th and 20 th December, 2011 (between 01-30 p.m. and 04-00 p.m.)
5.	During collection or submission of nomination papers every prospective candidate or his/her authorized representative must carry with him/her the valid fee book. The valid fee book shall be retained by the Election Board till the publication of final list of all eligible candidates .
6.	In the event of contest, voting shall be by secret ballot. <u>Voting shall be strictly done by putting ✓ mark against appropriate name in the appropriate location of the ballot paper by BLUE ball-point pen. (Pen to be provided by the college)</u>
7.	<p>Ballot papers shall be cancelled for the following reasons:</p> <ul style="list-style-type: none"> • <u>If any voter casts more than maximum admissible votes: in case of contest</u>, one should cast only one vote against each Office bearer (Vice President, General Secretary, and the two Assistant General Secretaries) and against each of the Committee members (Cultural Sub Committee, Canteen Sub Committee, Literary & Science Sub Committee, Common room Sub Committee, and Games & Sports Sub Committee) in any given constituency. If one voter casts, for example, more than one vote against any or all of the prospective (contesting) office bearers or prospective (contesting) Sub Committee members, the vote shall be treated as cancelled accordingly. <div style="border: 1px solid black; padding: 5px;"> <p>Example 1: <i>Suppose there are two candidates against the post of Vice President, three candidates for the post of General Secretary and three candidates against one post of the member of Canteen Sub Committee (in some constituency).</i> [THERE SHOULD BE ONLY ONE VOTE CAST AGAINST THE POSTS OF VICE PRESIDENT, GENERAL SECRETARY, AND THE MEMBER OF CANTEEN SUB COMMITTEE. ONE VOTER, IN HIS/HER DISCRETION MAY OPT TO EXERCISE HIS/HER VOTING RIGHT AGAINST EACH OF THE ABOVE POSTS. THE VOTER MAY ALSO OPT FOR CASTING VOTE(S) AGAINST ONLY ONE OR TWO POSTS. IN ALL THE ABOVE CASES VOTES SHALL BE TREATED AS VALID PROVIDED SUCH VOTING SATISFY <u>ALL OTHER CRITERIA</u> LAID DOWN IN THE CONSTITUTION OF STUDENTS' UNION. VOTES CAST IN EXCESS OF ONE (01) AGAINST ANY OR ALL POSTS, AS THE CASE MAY BE, SHALL BE LIABLE TO BE TREATED AS CANCELLED. HOWEVER, VOTE CAST IN EXCESS OF ONE(01) AGAINST ANY POST SHALL NOT DISQUALIFY OTHER VOTE(S) CAST AGAINST OTHER POSTS IF '<u>ONE POST-ONE VOTE</u>' PARAMETER IS SATISFIED TOGETHER WITH OTHER PARAMETERS LAID DOWN IN THE CONSTITUTION OF STUDENTS' UNION.</p> <p>Case 1: One voter casts two votes against post of Vice president, one vote against the post of General Secretary and one vote against Canteen Sub Committee member. <i>Vote cast against the post of Vice President shall be treated as cancelled while other two votes shall be treated as valid votes</i></p> <p>Case 2: One voter casts one vote against the post of Vice president, two votes against the post of General Secretary and one vote against the post of Canteen Sub Committee membership. <i>Vote cast against the post of General Secretary shall be treated as cancelled while other two votes shall be treated as valid votes</i></p> </div>

Case 3:

One voter casts **one** vote against the post of Vice president, **two** votes against the post of General Secretary and **two** vote against the post of Canteen Sub Committee membership.

Vote cast against the post of General Secretary shall be treated as cancelled while other two votes shall be treated as valid votes

Case 4:

One voter casts **one vote** against the post of Vice president, **one vote** against the post of General Secretary and **does not cast any vote** against the post of Canteen Sub Committee membership

Vote cast against the post of Vice president and against the post of General Secretary shall be treated as valid votes

Example 2:

Suppose there are two candidates against the post of Vice President, three candidates against Assistant General Secretary(Day) , two candidates against Assistant General Secretary(Morn) and three candidates against the post of Cultural Sub Committee member (in some constituency).

[THERE SHOULD BE ONLY ONE VOTE CAST AGAINST THE POSTS OF VICE PRESIDENT, ASSISTANT GENERAL SECRETARY(DAY), ASSISTANT GENERAL SECRETARY(MORN) AND THE MEMBER OF CULTURAL SUB COMMITTEE. ONE VOTER, IN HIS/HER DISCRETION MAY OPT TO EXERCISE HIS/HER VOTING RIGHT AGAINST EACH OF THE ABOVE POSTS. THE VOTER MAY ALSO OPT FOR CASTING VOTE(S) AGAINST ONLY ONE OR TWO POSTS. IN ALL THE ABOVE CASES VOTES SHALL BE TREATED AS VALID PROVIDED SUCH VOTING SATISFY ALL OTHER CRITERIA LAID DOWN IN THE CONSTITUTION OF STUDENTS' UNION.

VOTES CAST IN EXCESS OF ONE (01) AGAINST ANY OR ALL POSTS, AS THE CASE MAY BE, SHALL BE LIABLE TO BE TRATED AS CANCELLED. HOWEVER, VOTE CAST IN EXCESS OF ONE(01) AGAINST ANY POST SHALL NOT DISQUALIFY OTHER VOTE(S) CAST AGAINST OTHER POSTS IF 'ONE POST-ONE VOTE' PARAMETER IS SATISFIED TOGETHER WITH OTHER PARAMETERS LAID DOWN IN THE CONSTITUTION OF STUDENTS' UNION.

Case 1:

One voter casts **two** votes against prospective Vice presidents, **one** vote against prospective General Secretaries (Day), **one** vote against prospective General Secretaries (Day), and **one** vote against the prospective Cultural Sub Committee members.

Vote cast against the post of Vice Presidents shall be treated as cancelled while other three votes shall be treated as valid votes

Case 2:

One voter casts **one** vote against prospective Vice presidents, **two** votes against prospective General Secretaries (Day) and **one** vote each against prospective Assistant General Secretaries (Morn) and prospective Cultural Sub Committee members.

Vote cast against the post of Vice President, Assistant General Secretaries(Morn) and Cultural Sub Committee membership shall be treated as valid votes while votes cast against the post of Assistant General Secretary(Day) shall be treated as cancelled

Case 3:

One voter casts **one** vote against the post of Vice president, **one** vote against the post of Assistant General Secretaries (Day), **two** votes against the post of Assistant General Secretaries (Morn) and **two** votes against Cultural Sub Committee membership.

Vote cast against the post of Vice President and the post of Assistant General Secretary (Day) shall be treated as valid votes while other votes cast against the posts Assistant General Secretary(Morn)and the post of Cultural sub Committee membership shall be treated as cancelled

Case 4:


One voter casts **one vote** against prospective Vice president, **one vote** against the post of Assistant General Secretary (Day) and **does not cast any vote** against the post of Assistant General Secretary (Morn) and the post of Cultural Sub Committee members

Vote cast against prospective Vice president and against prospective Assistant General Secretary (Day) shall be treated as valid votes

	<ul style="list-style-type: none"> • If any voter discloses his/her identity in any form on the ballot paper • If any voter use <u>any mark other than √ mark</u> in the appropriate location specified for the purpose of casting vote(s) • If one voter puts <u>√ mark out side the appropriate location</u> specified for the purpose of casting vote(s) <p>Cancelled ballot papers shall be put in a separate envelope and sealed. Such sealed envelopes containing cancelled ballot papers shall be signed by the concerned Presiding Officers on duty and the candidate(s) or his/her/their authorized representative(s) before counting the valid votes.</p>
8.	<p>Voters shall produce the valid Photo ID card issued by the College at the entrance, during voting and <u>at any point of time</u> as required by the college authority.</p> <p>In case the valid College Photo ID card is not available, every voter shall produce the valid College Fee Book/Money Receipt along with any of the following Photo IDs (original):</p> <ol style="list-style-type: none"> 1. <u>Voter ID issued by the Election Commission of India</u> 2. <u>Original CU registration certificate</u> 3. <u>Admit card of Madhyamik / Equivalent Examination</u> 4. <u>PAN Card issued by Govt. of India</u> 5. <u>Driving Licence</u> <p>Immediately after voting, every voter, except the candidate(s) or his/her/their authorized representative(s), shall leave the college premises. No voter shall be allowed to carry <u>mobile phone</u> inside the college premises on the date of election under any circumstances.</p> <p>Holding any kind of identifying object other than valid Photo-Identity card issued by the college / Voter ID issued by the Election Commission of India / Original CU registration certificate / Admit card of Madhyamik / Equivalent Examination shall not be allowed under any circumstances.</p>
9.	Counting of votes shall be held either in the classroom(s) or any other room to be determined by the Principal immediately after the election in presence of the candidates or his/her/their authorized representative(s).
10.	After counting of votes the names of the elected class representatives and office bearers (Vice President, General secretary, and two Assistant General Secretaries) shall be displayed on the notice board.
11.	In case of any dispute the decision of the Election Board shall be final and binding for all
12.	Outsiders, except law and order enforcement personnel, shall have no role in the entire process of election

K. The composition of the Election Board

S/N	NAME OF THE MEMBERS	DESIGNATION
1.	Dr. Somnath Mukhopadhyay, Principal	Chairman
2.	Sri Mrinal Chakrabarti, Professor-in-charge (Morning)	Member, Ex-Officio
3.	Dr. Amitava Roy, Secretary, Teachers' Council	Member, Ex-Officio
4.	Sri Asish Ghosh	Member
5.	Dr. Debasish Poddar	Member
6.	Dr. Maloy Bhattacharya	Member
7.	Sri Arun Kumar Mukherjee	Member
8.	Dr. Mousumi Banerjee Saha	Member
9.	Sri Ashoke Kumar Karmakar	Member
10.	Sri Sukanta Guha, Secretary, Non-teaching Employees' Association	Member, Ex-Officio
11.	Sri Suva Sengupta	Member


Principal
 Dinabandhu Andrews College

Date: 07.12.2011