

**OFFICE OF CHIEF ELECTION OFFICER &
DEAN, STUDENTS' WELFARE
RAJASTHAN UNIVERSITY STUDENTS' UNION ELECTIONS 2018
UNIVERSITY OF RAJASTHAN, JAIPUR**

No. DSW/Election/2018/2116-2166

Dated: 27/08/2018

To,

1. All the Heads of Teaching Departments
2. All the Directors of Teaching Departments
3. All the Principals of Constituent College
University of Rajasthan, Jaipur.

Dear Sir/Madam,

REVISED GUIDELINES FOR RUSU ELECTIONS-2018

1. The Head of the Unit (Principal/Head/Director) being the Patron of the Union will be responsible for the proper conduct of elections at his/her Unit.
2. Only authorised persons will collect, retain and deliver election material. All precautions must be taken for the safe custody of ballot papers, election related material etc.
3. There will be Nine Polling locations (consisting, of 23+1 (RR) polling stations having 91+2 (RR) Polling Booths) in the campus viz P.G. School of Commerce, P.G. School of Humanities, P.G. School of Social Science, Centre for Computer Science & Information Technology, Zoology, Music, Law College, Five Year Law College and Centre for Converging Technologies.
4. Polling of Research Scholars' Representative will be held at P.G. School of Humanities in Room No. 112
5. The number of polling booths in different polling locations and polling stations in the Campus will be as follows:

| S. No. | Polling Location | Polling Stations | No. of Polling Booths |
|--------|--|------------------|-----------------------|
| 1. | P. G. School of Commerce | 04 | 07 |
| 2. | P. G. School of Humanities | 04+01(RR) | 04+02(RR) |
| 3. | P. G. of Social Science | 04 | 04 |
| 4. | Centre for Computer Science & Information Technology | 01 | 02 |
| 5. | Five Year Law College | 01 | 02 |
| 6. | Zoology | 01 | 01 |
| 7. | Law College & Law College II | 01 | 04 |
| 8. | Music (Fine Arts) | 01 | 02 |
| 9. | Centre for Converging Technologies | 01 | 02 |



6. Team of Teaching and Non-teaching Staff per polling booth in the campus will be strictly as follows:

| | Nodal Centre | Independent Department/ Centre |
|----------------------------|--|---|
| Head/Director | Head/Director of all Associated Department/Center | Head/Director |
| Returning Officer (Rector) | Returning Officer (Rector) of all Nodal Departments/Centers | Returning Officer (Rector) |
| Proctors | - | Maximum 02 |
| Teachers | Nil | Nil |
| Ministerial Staff | Maximum 01 from each Associated Department/Center | Maximum 03 |
| Class IV Staff | Maximum 02 from each Associated Department/Center | Maximum 03 |

In order to conduct election smoothly the concerned Head/Director of the Nodal Centre may take help of one teacher, in addition to prescribed above.

If any additional teaching staff found on the polling booth on the election day he/she will be shifted to other polling booth immediately.

7. Further Head/Director/Principal, Rector and Proctor of the concerned Department/Center/College will be available for maintaining discipline at the polling stations.
8. There will be one Nodal Officer (Head/Director) at each Nodal Center, who will be responsible for receiving and distributing the election material to the different associated polling booths. Each concerned Head/Director of the Department/Center will coordinate with the Nodal Officer for the smooth conduct of Elections.
9. Counting of votes of the Associated Departments will be conducted at the concerned Nodal Centre. The Heads/Director/Principal of the Department/ Center/Institution will ensure that all the required records of the students are available at the polling station/Nodal Centre.
10. Cross seal is to be used for putting a mark on the ballot papers used for the RUSU Elections and cross seal will be supplied by the Dean Students' Welfare Office. All other election material will also be supplied by the Dean, Student's Welfare office to the College/ Departmental/ Centre/Nodal Centre.
11. The colour of ballot papers for the RUSU elections will be Green, Pink, White, Yellow & Blue. Please use any other colours except the above five colours for the printing of Institutional/Departmental/Units Ballot Papers.
12. The details of the election programme has also been distributed. Please follow it strictly and uniformly. In order to ensure the identity of the student, he/she have to bring his/her identity card of the session 2018-2019. Identity Cards of all the students admitted for the session 2018-19 should be distributed by 29/08/2018 positively
13. When a student has exercised vote his/her Identity card should be punched. Further also put a mark on the forefinger of his/her left hand with indelible ink. This seal and indelible ink will be provided by DSW Office.

14. The Unit head should ensure that a record of students having cast their vote is maintained properly.
15. The Ballot Boxes for the other Union's election and for the RUSU election should be kept separately and should be made distinguishable by affixing the label "RUSU" in both English and Hindi. The students should be told that, if Ballot papers are put in the wrong Ballot Boxes, these will be treated as invalid. To help the students, it is advisable that the Ballot papers of other unions election are issued first and the Ballot papers for the RUSU Election are given later. You should also ensure that no student be allowed to walk away with the ballot papers.
16. Ballot papers should not be stapled.
17. Ballot papers shall be printed both in English and Hindi. The names shall be arranged alphabetically first in English followed immediately by the name in Hindi (Devanagari script). The first name (not surname) shall be the criterion for deciding the alphabetical order, name should be verified from the relevant documents, it should be strictly the same.
An example is cited below:
 1. KUBER MULLA
कुबेर मुल्ला
 2. SUNITA KUMAR
सुनीता कुमार
18. **The voter will also be given the option of None of the above (NOTA) in the ballot paper for the election of each post in every Union.**
19. Only the candidate or his/her authorized agent possessing a Valid Pass is permitted to enter to the Polling Booth. The Agent's card must be countersigned by the Head of the Unit. A proper arrangement be made at each polling booth for seating of candidates/agents. They should not be allowed to move freely in the corridors.
20. Canvassing for election is not allowed after 5.00 P.M. of the 29th August, 2018.
21. **Heads of the Units will kindly ensure that the Code of Conduct, the directions issued by Govt. of Rajasthan, and the directions given by the Hon'ble Rajasthan High Court are observed by the candidates and their supporters.**
22. All doubts concerning the RUSU Elections may be referred to the Constitution Interpretation Committee, University of Rajasthan, Jaipur as per the RUSU Constitution 2017.
23. Stamp size photos are to be pasted on the passes of Teachers, Agents, Candidates and Officials etc.
24. Each contesting candidate for RUSU office-bearer is entitled to nominate one Polling Representative for all P.G. Department/Unit and two representatives in each constituent College, they must be a regularly admitted student and bonafide voter of RUSU in the same Department/College/Unit and will be allowed in that Unit only. These will be duly identified and permitted by the Head of the concerned Unit on a prescribed form for such representative, prepared at the level of each Unit. Candidates for the posts of RUSU office-bearers will



be issued one non-transferable pass by the Chief Returning Officer i.e. DSW which will allow him/her to visit any polling station.

25. No Candidate/Polling Agent/Voter shall be allowed to keep a mobile phone with him/her during the period of polling and counting.
26. After the election is over, the RUSU Ballot Boxes be sealed properly in the presence of candidates/their representatives and handed over to the collection team appointed by DSW office alongwith relevant proformas i.e. C1, C2 in triplicate.
27. RUSU Ballot boxes are to be handed over to the DSW office.
28. The Patron of each Department/College/Unit will permit one person, either candidate or his/her representative during counting.
29. The other union elections results will be declared by the Returning Officers concerned soon after the end of the counting. The Returning Officer of the Unit will communicate results of the elected candidates to the Dean, Students' Welfare in PROFORMA'D' in duplicate immediately.
30. Regarding the Election of representative (Institutional/Departmental Representative for the RUSU) only the result is to be communicated to the Dean, Students' Welfare (Chief Returning Officer, RUSU Election). The whole process of election for this post will be carried out at the College/Department/Nodal Centre level.
31. The vote casted by affixing the "Cross Seal" on the dividing line separating the names of two candidates shall be declared as INVALID.
32. In case any voter castes his/her vote to more Candidates than the number prescribed and notified for each post, such vote shall be declared as INVALID.
33. Any other mark of identification, except the prescribed "cross-seal" shall render such a vote as INVALID.
34. All invalid votes shall be counted and discarded however the counting of valid votes will be done simultaneously.
35. The oath of office to the elected office-bearers shall be administered by the respective Patrons, immediately after declaration of results.
36. Number of booths alongwith their respective code at each polling station has already been finalized.
37. The counting of votes will be held at 11:00 AM on 11th September, 2018.



Dr. Sarina Kalia
Dean, Students' Welfare
Chief Returning Officer



Prof. V.V. Singh
Chief Election Officer
RUSU ELECTIONS 2018

