

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

Registered

No.CB-VI/2018/ 8160-8409

Dated: 23-5-18

To

All the President/Principals of Non-Govt. Aided
& SFS Degree/Education/Architecture/Law Colleges
Affiliated to M.D. University,
Rohtak

Sub: Guidelines/Instructions for conduct of Elections of the Governing Bodies of Non-Govt. Aided & SFS Degree/Education/Architecture/Law Colleges.

Sir/Madam,

It has often come to notice that while conducting Election(s) for constitution of Governing Body in Non-Govt. Aided & SFS Degree/Education/Architecture/Law College(s), society/trust do not follow/adopt the proper procedure as laid down in clause 25 of Statute-38 and amendments thereon from time to time. In order to strengthen/streamline the things, it has been increasingly felt that the following guidelines/instructions mentioned here to must be followed in letter and spirit:-

1. The process for conduct of election shall be initiated by the society/trust by appointing a Returning Officer at least three months before the expiry of the terms of the existing Governing Body. All the procedure regarding conduct of Election shall be processed by the then Returning Officer.
2. **There will be three (3) kinds of Election to be conducted simultaneously (on the same day) as follow:-**
 - (a) Election of four Office Bearers i.e. President, Vice-President, General Secretary and Treasurer.
 - (b) Election of eleven (11) members on the Governing Body.
 - (c) Election of Two (2) Teaching & One (1) Non-teaching staff representatives on the Governing Body.
3. The schedule of Election shall be notified by the Returning Officer by mentioning period regarding (a) filing of nomination (b) Scrutiny of Nomination (c) Withdrawal of Nomination (d) date of Election etc. in two reputed National Dailies and not in a city specific pull out of which one should have a wider regional coverage (say "The Tribune"). It shall also be posted on the website of the college at least 2^{1/3} months prior to the date of elections.
4. After notifying the schedule in detail in Two National Dailies, the Returning Officer shall send the attested copies of clips of News Papers alongwith all supporting documents including list of voters/collegiums to the University.

5. After the publication of the said election notification in Two National Dailies, a complete and duly updated list of voters/Collegiums shall be displayed by the Returning Officer near the venue of Election for information of all concerned and a copy of the same shall also be supplied to the candidates, observer, etc. on demand under their signature/receipts.
6. In addition to above, the Returning Officer shall also send a copy to the Principal of the College who shall display it on the public notice board of the college/institute and uploaded the same on the college/institute website. The objections raised by any member/voters, if any, should be disposed off by the Returning Officer at least one month before the date of elections.
7. All nominations for the election of (a) four office bearers of the Governing Body (namely the President, Vice-President, General Secretary and Treasurer), (b) eleven members, (c) two teaching and (d) one non-teaching staff representatives on the Governing Body shall be filed at least 30 days before the date of elections which shall also be the last date for filing nominations.
8. After the expiry of the last date of filing the nominations, at least five days shall be given for the scrutiny of the nomination papers.
9. After the scrutiny of nomination papers at least five days shall be given for withdrawal of nomination.
10. In essence, the whole process right from filing of nominations to the withdrawal of candidature be gone through at least 20 days before the due date of elections.
11. Symbols shall be allotted to all contesting candidates declared eligible after the last date of withdrawal of nominations.
12. The Returning Officer shall ensure a proper method of identification of individual voters so as to avoid bogus voting, Identity Cards, if possible, be issued to all the eligible voters. However, voters should have liberty to use other valid Identity Proof such as PAN Card, Voter Card issued by Election Commission of India, Driving License and Ration Card issued by the public authorities.
13. Proper Ballot boxes or if feasible, Electronic Voting Machines may be arranged for by the Returning Officer as per requirement.
14. It shall be ensured by the Returning Officer that a secret ballot paper is issued to each eligible voter, who presents himself/herself before the polling staff at the booth.
15. Not more than 1000 (one thousand) voters shall be allocated to each polling booth for conduct of smooth polling.
16. Counting process shall be started as soon after the polling is over as may be possible in the presence of the respective contesting candidates and for their agents and the University Observer. Each candidate shall be allowed to nominate one agent for the purpose in the counting hall.

17. The results shall be prepared in writing by the Returning Officer and the result shall be signed by the Returning Officer, University Observer, Government's Nominee/Observer and all the concerned candidates or their agents for the purpose of authentication. In case any contesting candidate or his/her agent refuses to sign on the results sheet, this fact shall be recorded after public announcements and duly signed by Returning Officer, University Observer and Government Nominee.
18. In case of an apprehension of any law and order problem in the opinion of the Returning officer if the situation so demands, he shall approach the appropriate local authority for deployment of police force for smooth conduct of the election process.
19. After the election process is over, the Returning Officer and Observer shall give a certificate to the effect that the election has been conducted in a fair and transparent manner and as per the Statute and directions of the University and the State Govt.
20. Election of two representatives of teaching and one representative of non-teaching staff on the Governing Body shall be conducted through cast vote by the teachers and non-teaching staff of the respective college amongst themselves. **Further, all the regular/permanent teachers and non-teaching staff will have the right to vote but only confirmed teachers/non-teaching staff shall be eligible to contest the election. The teachers/non-teaching staff appointed on contract/part time basis shall not be eligible to cast the vote.** The election of representatives of teaching and non-teaching staff must also be conducted on the same date in accordance with the rules alongwith the election of office bearers and eleven members on the Governing Body.
21. All the voters must have been informed through UPC/Registered Post. The Principal of the college shall give a certificate to the effect that all the members have been informed to attend/participate in the election as specified in Clause 2 of the guidelines.
22. The total membership of the Governing Body shall not exceed 21 in any case, whose break up will be as under :

Sr. No.	Position	Total
xxi)	President	One
xxii)	Vice-President	One
xxiii)	General Secretary	One
xxiv)	Treasurer	One
xxv)	Principal will be ex-officio member Secretary.	
xxvi)	Two representatives of the Teachers to be elected by the teachers of the college.	
xxvii)	One representative of the non-teaching staff to be elected by non-teaching staff of the college.	
xxviii)	Eleven members to be elected on the Governing Body by the members of the General Body/members of Collegium.	
xxix)	One Nominee of the University.	
xxx)	One Nominee of the Higher Education Commissioner, Haryana	

23. Before initiating the process for conduct of election of Governing body, it may be ensured that proper procedure as laid down in Clause/Amended Clause 25 of Statute-38 has been followed.

Kindly adopt the above procedure in letter and spirit.

Yours faithfully,



Superintendent (Colleges)
for D.C.D.C

CC to:-
Director computer center