

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A+' Grade

No. CB-VI/2022/ _____

Dated: _____

REGD. & THROUGH EMAIL

To

The Directors/Principals,
All the Colleges (Govt. Aided Private and
SFS Degree, Education, Architecture and law Colleges) Affiliated to
M.D. University, Rohtak

Sub: Executive Council's Reso. No. 44 dated 31.12.2021- Revision of Guidelines/Instructions for conduct of Elections of Governing Body/Board of Governors of Govt. Aided Private and SFS Degree, Education, Architecture and Law Colleges Affiliated to M.D. University, Rohtak.

Sir/Madam,

I am directed to inform you that the Executive Council vide its Resolution No. 44 dated 31.12.2021 has approved the guidelines/instructions for conduct of Elections of Governing Body/Board of Governors of Govt. Aided Private and SFS Degree, Education, Architecture and Law Colleges Affiliated to M.D. University, Rohtak (copy enclosed).

You are, therefore, requested to follow the above guidelines/instructions strictly with immediate effect.

This may please be treated as MOST URGENT.

Yours faithfully,

[Signature]

Encls: As above.

Superintendent (Colleges)
FOR DCDC

Endst. No. CB-VI/2022/ 466-67 Dated: 07-01-2022
Copy of the above is forwarded to the following for information and further necessary action:-

- ✓ 1. Director (UCC), M.D. University, Rohtak with the request to upload the same on the University website.
2. Deputy Registrar (Academic), M.D. University, Rohtak – as Follow Up.

[Signature]
21-22
Superintendent (Colleges)
FOR DCDC

Sub: Guidelines/Instructions for conduct of Elections of the Governing Body/Board of Governors of Govt. Aided Private & SFS Degree/ Education/ Architecture/Law Colleges.

As per Clause 25(i) of Statute 38 of M.D.U. Act

“Managing Committee known as Governing Body/Board of Governors, shall be elected by the General Body or the Collegium other than the members nominated by competent/ex-officio i.e. Principal, as the case may be, consisting of not less than three and not exceeding 21 members. The office bearers shall comprise of the President, Vice-President, Treasurer, General Secretary and Secretary. The first four shall be elected by the General Body or the Collegium of the Society/Trust running the college/Institute. The Principal shall be the ex-officio Member-Secretary of the Governing Body. Of the remaining sixteen members 11 shall be elected by the General Body or the Collegium of the Society/Trust, one shall be nominated by the University, one by the State Govt., and three shall represent the staff by election. In cases where the Governing Body consists of less than 21 members, the number falling in each of the above categories will be determined on a proportionate basis, the representation of the University and the Govt. remaining invariable”.

The detailed guidelines/instructions for conducting the election process of the Governing Body/Board of Governors are:

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 term of existing Governing Body. The information in this regard must be intimated to the University immediately. All procedure regarding conduct of Election shall be processed by the Returning Officer.
2. **There will be following three types of Election to be conducted preferably on the same day :-**
 - (a) Election of Office Bearers i.e. President, Vice-President, General Secretary and Treasurer (Maximum four).
 - (b) Election of members to the Governing Body (Maximum 11).
 - (c) Election of Teaching & Non-teaching staff representative(s) to the Governing Body (Maximum two for Teaching and one for Non-Teaching).
3. After updating the voters list from the concerned District Registrar Firms & Societies, the schedule of Election shall be notified by the Returning Officer by mentioning period/timeline regarding (a) filling of nomination (b) Scrutiny of Nomination (c) Withdrawal of Nomination (d) Date, Time and Venue of Election etc. in two reputed National Dailies, as per format given below:

i	Date of Notification	XX-X -XXXX
ii	Date of Nomination. (Minimum period of five days for filing of nomination. The period of such nomination shall start after 10 days from issue of notification/schedule of election).	XX-X -XXXX
iii	Date of Scrutiny. (Minimum period of two days for scrutiny of nomination papers after the expiry of last date of filing nomination).	XX-X -XXXX
iv	Date of Withdrawal of Nomination. (Minimum period of one day for withdrawal of nomination after the expiry of last date of scrutiny of nominations).	XX-X -XXXX

v	Date of allotment of Symbols. (Symbols to the contesting candidates shall be allotted on the next day after expiry of the withdrawal of nomination in the presence of University Observer, which is mandatory. In case if only one nomination is received against each vacancy/post, the election shall be declared unopposed by the Returning Officer in the presence of University Observer. A certificate to this effect by the Returning Officer shall be handed over to the University Observer. However, in case of contest on even on a single vacancy/post, the election result shall be declared along with the result(s) of other office bearers and members for which the election is held).	XX-X -XXXX
vi	Date, Time and Venue of Election. (a) In case, the election through Collegium is held, the date of election shall be fixed minimum after 10 days from the expiry of last date of allotment of symbols. (b) In case, the election through General Body is held, the date of election shall be fixed minimum after 14 days from the expiry of last date of allotment of symbols. (c) The presence of University Observer is mandatory on the date of election	XX-X -XXXX
vii	Date of declaration of Election Result (on the day of election after counting is over)	XX-X -XXXX

4. After notifying the detailed schedule in Two National Dailies, the Returning Officer shall send a request to the Vice-Chancellor, M.D. University, Rohtak for appointment of University Observer alongwith the attested photocopies of News Papers and all supporting documents including Collegium/updated list of voters (duly approved by the District Registrar Firms & Societies) to the University.
5. Thereafter, the complete Collegium/updated list of voters shall be displayed by the Returning Officer on 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/receipt.
6. In addition to above, the Returning Officer shall also send a copy of the Collegium/list of voters to the Principal of the College concerned for displaying on the Public notice board of the college/institute and uploading the same on the college/institute website. The objections raised by any member/voter(s), if any, should be disposed off by the Returning Officer at least seven days before the date of election.
7. The Returning Officer shall ensure proper identification of individual voters to avoid bogus voting. For this purpose identity Cards, if possible, be issued to all the eligible voters. However, voters should have a liberty to use other valid Identity Proof such as PAN Card, Voter Card issued by Election Commission of India, Driving License, Aadhar Card and Ration Card issued by the public authorities.
8. Proper Ballot boxes or if feasible, Electronic Voting Machines may be arranged by the Returning Officer as per requirement.
9. The Returning Officer should ensure that a secret ballot paper is issued to each eligible voter, who presents himself/herself before the polling staff at the booth,

10. Not more than Five Hundred voters shall be allocated to each polling booth for conduct of smooth polling.

11. Counting process shall start soon after the polling is over, in the presence of the respective contesting candidates or their authorized agents and the University Observer. Each candidate shall be allowed to nominate one agent for the purpose in the counting hall.

12. The results shall be prepared in writing by the Returning Officer and shall be jointly signed by the Returning officer, University 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 and University Observer.

13. In case of an apprehension of any law and order issue(s), the Returning Officer shall approach the appropriate local administration for deployment of police force for smooth conduct of the election process.

14. 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 as per the Statutes and Directions of the University.

15. Election of two representatives of teaching and one representative of non-teaching staff of the concerned college to the Governing Body shall be conducted by casting vote by the teachers and non-teaching staff of that college amongst themselves. Further, only the teachers and non-teaching staff whose appointment has been approved by the University shall have the right to vote and/or eligible to contest the election. The teachers/non-teaching staff appointed on contract/part time basis shall not be eligible to cast the vote or contest the election. The election of representatives of teaching and non-teaching staff be conducted preferably on the same date in accordance with the rules.

16. All the voters must be informed through Email/Registered Post well in time before filing the nominations forms. The Principal of the college shall give a certificate to the University Observer that all the members have been informed to contest/vote in the election.

17. Seating fee of Rs. 5000/- and TA/DA as per University rules shall be paid by the Institute/College to the University Observer for each visit.

