

**OFFICE OF THE RETURNING OFFICER  
ELECTION OF TEACHERS' REPRESENTATIVES TO  
MAJLIS-I-TALIMI (ACADEMIC COUNCIL), 2022  
PROCTORIAL DEPARTMENT, JAMIA MILLIA ISLAMIA, NEW DELHI -110025**

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DATED: 07.03.2022

**GUIDELINES FOR POLLING AND COUNTING**

**A. FOR VOTERS:**

1. Please carry your University identity card with you.
2. Polling shall take place for the following constituencies as per election schedule:
  - a) *All Centres Created under Statute 22-A*
  - b) *Faculty of Engineering and Technology*
  - c) *Faculty of Natural Sciences*
  - e) *Faculty of Education*
3. Voters are required to
  - a) *Indicate their choice/s as per instruction given in the ballot paper (Specimen Ballot Paper attached herewith).*
  - b) *Drop the ballot paper only into the ballot-box of the constituency. Ballot papers dropped into the wrong box shall not be counted and shall be deemed invalid.*
4. Polling venue shall be Dr. M. A. Ansari Auditorium.

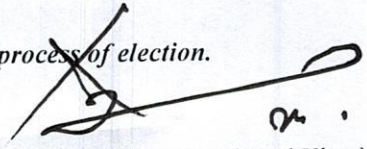
**B. FOR CANDIDATES:**

1. The names of their polling and counting agents shall be submitted by the candidates to the Returning Officer at least one day before the date of election (proforma attached).
2. Candidates should ensure that their polling agents reach the polling centre at least 30 minutes before the start of polling.
3. Candidates are not allowed to change their agents in the middle of the polling/ counting process.
4. A candidate can have only one authorized polling/counting agent.
5. Canvassing is not permitted inside the polling venue.

**C. FOR AGENTS**

1. Agents shall report at the polling/ counting venue at least 30 minutes before the commencement of polling/counting process.
2. Agents shall be required to stay till the end of the polling/counting process.
3. Votes polled in the election shall be counted in the presence of the candidates and/or their agents.
4. Objections pertaining to the validity or invalidity of a ballot must be raised by the candidates or/and their agents at the time when it is being counted. Objections raised later will be overruled.
5. The candidates who have obtained the highest number of votes shall be declared to have been duly elected.
6. When two or more candidates have obtained an equal number of votes and the vacancies available are less in number, the Shaikhul Jamia (Vice-Chancellor) shall determine by drawing lots in the presence of the candidates concerned as to which of the aforesaid candidates shall be deemed to have been elected.

*The Covid 19 protocol shall be followed strictly during the entire process of election.*

  
(Prof. Waseem Ahmad Khan)  
Returning Officer



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**PROFORMA FOR AUTHORIZED POLLING/ COUNTING AGENTS**

To,  
The Returning Officer,  
**AC Election, 2022**

Sir,

I, (Name of the Candidate): ..... authorize  
Mr./Ms./Dr. (Name of the polling/ counting agent) : ..... of  
(Name of the Department/Centre) : ..... to  
act as my polling/counting agent for the election of Teachers' Representatives to  
Majlis-i-Talimi (Academic Council), 2022.

Her/ His specimen signature is attested below:

.....  
Specimen Signature of the Polling/ Counting Agent

Signature of the Candidate:

Date: .....



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**SAMPLE BALLOT PAPER**

CONSTITUENCY: XYZ

Put Election Stamp Against Any Two



01	ABCDEF GHIJK	
02	GHIJK LMNOP	
03	LMNOPQ RSTU	
04	WXYZAB CDEF	

RETURNING OFFICER  
Jamia Millia Islamia  
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