OFFICE OF THE PRINCIPAL, D. K. COLLEGE, JALESWAR

C. E. No. ____16/ Dt. 07.10.2026/

INSTRUCTION TO VOTERS AND POLLING OFFICERS

1. Election will take place on 15.10.2026 (Thursday).
2. " Why I stand for" meeting will be held on 14.10.2026 (Wednesday).
3. No candidate is allowed to take any external assistance during the process of his/her " Why I stand for" speech.
4. Voting will start from 8 a.m. and continue up to 2 p.m. sharp on 15.10.20 (Thursday).
5. Counting of votes will commence from 2 PM on15.10.2026 (Thursday).
6. The result will be declared on the same day.
7. Oath taking ceremony will be held on 16.10.2026 (Friday) from 11 a.m.
8. No mike or sound arrangement will be made by the candidates or voters inside and outside the college premises.
9. No voters are allowed to enter in to the college campus without college uniform&.valid Identity Card.
10. Voters are to enter their respective booths on production of their valid Identity Cards.
11. Voters are to put their signature on the electoral roll and then only the ballot papers will besupplied to them.
12. Voters are to put a **Tick** (√) mark against the name of the candidate of their own choice against the space provided for as if the cross marksdoes not touch or cross the parallel lines, i.e. the upper & lower boundary.
13. Candidates are to submit the Agent list booth wise to Mr. Samir Kumar Das on or before 4 p.m.on14.10.2026 (Wednesday).
14. Polling will be closed sharp at 2 p.m. Voters present inside the booth are allowed to cast their votes only. No voter present outside the booth is allowed to cast his/her vote after 2 p.m.
15. Counting of votes will start at 2 p.m. The polling Agents may remain present inside the counting booth.
16. Candidates are instructed not to come with any outsider (Non-Collegiate) friend in to the college campusduring the process of election.
17. Polling Officers on duty are to explain the voting procedure by drawing the **Tick** (√) mark within two parallellines (as done against any candidates on the ballot paper) on the Black board.
18. The Presiding Officer is to sign on the top right hand corner on the front of each ballot paper before issuing tothe voters.
19. Polling Officers are to verify the Identity card of the voters and have the signature of the voter on the supplied electoral roll before issuing the ballot paper.
20. Polling Officer in charge of ballot paper shall provide concerned (as marked) ballot paper to the proper voter.Utmost care should be taken in this regard.
21. After polling, the polling officers are to procure counting sheet for their respective booth from Dr. D. Senapati
22. Polling Officers are to procure signature of the Polling Agents before and after poll and also before counting inthe supplied proforma alongwith their signature.
23. After counting the materials including the sealed ballot box is to be deposited to the Prof-in-charge of Election present in **LCR** and the counting sheet to Mr S. C. Patra.
24. All the polling officers are requested to remain present inside the college campus till the publication of the finalresult.

Principal 7/10/26
Principal
D K. College,
Jaleswar

7.10.26
Prof. IC, Election