



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
Reaccredited by NAAC with A++ Grade

Election/Senate/Reconstitution/2022-23

Dated: 03.06.2023

From

The Registrar

To

The Presiding Officer/Principal,
.....

Sir/Madam,

Sub: Election to the Senate by the Teachers and Non-teaching Staff of Colleges – General Instructions- regarding.

Ref : University letter of even number dated 23.05.2023.

In continuation of this office communication referred to above, I write to inform you that, the election of Teachers and Non-teaching Staff of Colleges to the Senate has to be conducted as per the notification.

You may kindly make necessary arrangements to conduct the poll according to the schedule and in accordance with the provisions in Part B of Chapter III of the Kerala University (conduct of elections to various Authorities or Bodies) First Statutes, 1974.

*The Presiding Officer should ensure that the polling of votes takes place in a disciplined manner and the **voting shall be by secret ballot.***

The following points may be kept in mind while arranging for the poll:

- I. Electors whose names are not seen in the rolls should not be allowed to take part in the election.
- II. The schedule for the polling is given below
 - (a) Teachers of Government Colleges, on **09.06.2023**, 10.00 a.m. to 1.00 p.m.
 - (b) Teachers of Private Colleges, on **20.06.2023**, 10.00 a.m. to 1.00 p.m.
 - (c) Non-Teaching Staff of affiliated Colleges, on **19.06.2023**, 10.00 a.m. to 1.00 p.m.

III. If necessary, more than one polling booth (voting compartment) should be provided considering the number of voters in the constituency.

IV. The printed copies of the letter of intimation should be distributed among the voters at least one day prior to the date of polling.

V. Agents of the candidates (one for each candidate) may be allowed to remain in the polling station throughout the poll. Such agents must be voters of the same college and give it in writing that they are agents of such and such candidate(s) and the consent letter must be recorded in your office for future reference if necessary.

VI. The statements which are to accompany the packets returned to the University should have the name, address and signature of such agents. The ballot papers (used and unused) should be packed separately and the statements sent herewith duly filled in and affixed on the packets concerned with the signature of the Presiding Officer and the agents.

VII. If a person belonging to a particular electorate report within the time prescribed for the polling, he/she shall be allowed to exercise his/her franchise.

VIII. Electors who have ceased to be members of the respective electorate though borne on the rolls are not entitled to take part in the election. Teachers who have gone for M.Phil/Ph.D. courses even though their names are included in the rolls should not be allowed to vote.

IX. The electors should be instructed to put the marked ballot paper in the Ballot Paper cover and seal and the sealed ballot paper cover should be packed separately and the relevant statement duly filled in and affixed on the packet.

X. After the poll, the ballot paper covers and connected papers should be packed, bundled and sealed with the relevant statement duly filled up, signed and affixed on it.

XI. The election papers should be securely packed separately and sealed and dispatched to the University in the name of the Registrar, **Prof. (Dr.) K.S Anil Kumar**, University of Kerala, Thiruvananthapuram by Registered Parcel or through special messenger with the superscription "**Senate Election Papers**" on the parcel so as to reach this office on or before the time specified in the election notification.

XII. It has come to the notice of the University that after the publication of the electoral rolls, transfers of non-teaching staff and teachers have been effectuated in some colleges. The non-teaching staff/teachers whose names are in the electoral rolls of the respective constituency as published by the University, but who have been transferred to another college under a corporate Management/Government within the jurisdiction of the University of Kerala may be allowed to participate in the Polling after getting a declaration in the following form.

“I hereby certify that my name is included as Roll No. in the Electoral Roll of (Name of Constituency) under College..... and I have not exercised my franchise for the same election in any other college”.

Name of Elector :

Roll No. :

Signature :

Date :

Countersigned by

(College seal)

The Principal

The cases of such persons should be reported to the University and their ballot paper covers separately packed with the superscription **“Ballot Papers of Teachers/Non-teaching Staff included in the roll but transferred after the publication of the roll”**.

XIII. For the conduct of the election the Teachers/Non-teaching Staff may be put on duty.

Kindly verify the papers sent herewith and report discrepancies if any to election@keralauniversity.ac.in/registrars@keralauniversity.ac.in immediately.

Yours faithfully,

**Sd/-
Prof. (Dr.) K S Anil Kumar
Returning Officer**