



Phone: .0471-2305631
Fax: +91-471-2307158
E-mail: regrku@gmail.com

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)

No.ELECTION/AC/1/2012

Thiruvananthapuram

Dated: 07-11-2012

From

THE REGISTRAR

To

**The Presiding Officer
Principal/Head of the University Department**

Sir/Madam,

Sub:- Election to the Academic Council from the teachers in every subject of study – reg;

Ref:- 1. University notification No. Election/Ac (R)/2012 dated 20.09.2012 & 20.10.2012

2. This office letter no. Election/Ac/1/2012 dated 31.10.2012

As notified in this office notification cited, the election of one member by the teachers in every subject of study to the Academic Council, have to be conducted on 19th November 2012. The polling of votes for this election will be held in the respective colleges/university departments.

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.

I am forwarding herewith the following materials pertaining to your college for the conduct of elections to the Academic council by the teachers of subject of study.

MATERIALS SENT

- (i) Electoral Rolls
- (ii) Election Materials
 - 1. Ballot paper account

2. Ballot papers as shown in the account
3. Required number of Ballot paper covers
4. Statement to accompany the packets containing the used and unused ballot papers to be sent to the Registrar.
5. Letters of intimation for distribution to the voters

Points to be kept in mind while arranging for the poll:-

- I. There is contest only in the following subjects of study
Arabic, Botany, Chemistry, Commerce, Computer Science, Economics, Engineering & Technology, English, Hindi, Geography, Law, Malayalam, Physical Education, Physics, Political Science, Psychology, Sociology, Sanskrit, Statistics and Zoology.
- II. Electors whose names are not seen in the rolls should not be allowed to take part in the election.
- III. The polling should start at 10.00 a.m. and close at 1.00.p.m on 19.11.2012 (Monday).
- IV. If found necessary, more than one polling booth (voting compartment) should be provided taking into consideration the number of voters in the constituency.
- V. The printed copies of the letter of intimation forwarded herewith should be distributed among the voters at least one day prior to the polling.
- VI. 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 must give it in writing that they are agents of such and such a candidate and such consent letters must be recorded in your office for future reference, if found necessary.
- VII. 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 statements sent herewith duly filled in and affixed on the packets concerned with the signature of the presiding officer and the agents.
- VIII. If a person belonging to a particular electorate turns up late, he/she may still be allowed to exercise his/her franchise provided he/she has reported within the time prescribed for the polling.
- IX. Voters 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/FIP courses even though their names are included in the rolls should not be allowed to vote.'
- X. The Electors should be instructed to put the marked ballot paper in the Ballot paper cover and seal it and the sealed ballot paper cover should be packed separately and the relevant statement duly filled in and affixed on the packet.

- XI. After the poll, the ballot paper covers and connected papers should be packed separately, subject-wise bundled and sealed with the relevant statement duly filled in signed and affixed on it.

The election papers should be securely packed and sealed and despatched to the University in the name of the Registrar, University of Kerala, Thiruvananthapuram by registered parcel or through special messenger with the superscription "Academic council – Election paper" so as to reach the same in the University office not later than 11.00 a.m on 26.11.2012.

- XII. It has come to the notice of the University that after the publication of the electoral rolls, transfers of teachers have been effected in some colleges. The teachers whose names are in the electoral rolls of the respective constituency as published by the University on 20.08.2012 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 and that I have not exercised my franchise for the same election in any other college".

Name of the Elector

Roll No.....

Signature.....

Date.....

Countersigned by

(Department/College Seal)

The Principal/

Head of the Institution

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 included in the roll but transferred after the publication of the roll".

- XIV Expenses incurred if any, for the postal charges may be claimed by the Principals along with the postal receipts and with a following certificate for reimbursement by the University.

“It is certified that an amount of Rshas been incurred vide postal receipts produced herewith towards postal charges for the dispatch of election papers relating to the election of members to the Academic Council held on 19.11.2012.

(College Seal)

Signature of Principal

XV For the conduct of election to the Academic Council by the teachers, non-teaching staff may be put on duty.

Kindly verify the papers sent herewith and report discrepancies if any, by return of post.

I will be happy to clarify if found necessary, any further points on which you may have any doubt.

Yours faithfully

Sd/-

V. Suresh Babu

Registrar/Returning Officer
JR-in-charge