OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA.769004
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GUIDELINE FOR THE CANDIDATES/VOTERS – ELECTION-2026-2027

01. Date of Poll : 15-10-2026

02. Polling Hours : 08.00 A.M. to 2.00 P.M.

03. Counting Hours : 2.00 P.M. onwards.

04. Entry at the Gate:

The polling agents and the candidates can enter the college premises 20 minutes before the polling hours. They have to produce their updated Identity Card along with Polling Agent/Candidate Pass as the case may be, duly signed by the candidate.

a) The voters/students can enter through the main gate only after production of their updated Identity Card in between **7.55 A.M. to 1.55 P.M**.

b) The Identity Card can be verified by the Election Officials/Polling officials at any time inside the college premises to avoid unauthorized entry.

c) No Student is allowed to carry **Cell Phone/Ear-phone or any other electronic communication devices** inside the Booth and corridors.

05. Procedure for Voting:

The voter is to put a TICK (✓) Mark in the space provided against the name of the candidate of his/her choice. The TICK (✓) Mark should not cross the upper and the lower boundary. In case of doubt the Polling Officials can be consulted.

06. Identification of the students/voters:

a) No student shall be allowed to cast his/her votes unless he/she produces his/her Identity Card/Admission Receipt(for 1st Year Students only).

b) Student/voter will be asked to tell his/her name, Roll No. and class at the Polling Booth.

c) He/she should put his/her signature on the Electoral Roll at the Polling Booth.

d) In case of doubt or challenge of identity the case may be referred to the Election Control Room for proper verification.

07. Appointment of Polling Agents:

a) Each candidate is authorized to appoint one Polling Agent for every booth. Polling Agent will have to submit their Entry Pass duly signed by the candidate to the Presiding Officer in prescribed proforma.

b) At no time more than one Polling Agent will be allowed for each candidate at a booth.

c) A Polling Agent should be a bonafide student of the college and should possess his/her up-dated Identity card.

d) Candidates should submit the name of their Polling Agents on 15.10.2026 at 7:00 A.M and Counting Agent at 2:00 P.M. to the issuing authority inside the Control Room.

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e) In case any Polling Agent found canvassing for candidates or loitering in the corridors he/she will be expelled and no alternative agent will be allowed to be appointed.

08. Person Authorized to enter the Polling Booth:

a) Principal & Observer
b) Election Officials of that particular booth.
c) Candidates
d) Electors/students of that particular booth.
e) Polling Agent of that booth.
f) Advisor Student Union
g) Control Room Officials.

09. Commencement of Poll:

There will be a long bell sharp at 8.00 AM which will indicate the commencement of the poll.

10. Closing of the Poll:

There will be a long bell at 1.55 PM to mark the warning for closing of the poll.
Again, there will be a long bell at 2.00 PM sharp to mark the close of the poll.
The student who will enter the booth at or before 2.00 PM sharp be allowed to cast vote. With the ringing of the last bell at 2.00 PM the door of the respective Polling Booths will be closed.

11. Counting:

In the Counting Hall following persons/officials are allowed:
i) Principal
ii) Counting Officials
iii) Candidates/Agents
iv) Advisor Students Union.

12. The candidates, students and everyone should cooperate in ensuring free and fair poll.

13. In case of any complaint/suggestion please refers the matter to the Observer and Officers-in-Charge, Election.

14.10.26

Principal
Govt.Auto.Colelge,Rourkela

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Rourkela

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