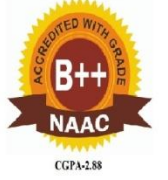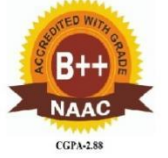## Office of the Principal
RANGAPARA COLLEGE, RANGAPARA
ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা
(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B))
P.O.- Rangapara, Dist - Sonitpur 784 505

Dr. Ranjan Kalita, M.A. MMC, Ph.D.
Principal
&
Research Supervisor, G.U.

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Ref. No. RC/ST-11/SE-90/2024/506   Date: 04/11/2024

ELECTION NOTIFICATION, 2024-2025

It is for general information to all the students that the **General Election of Rangapara College Students' Union 2024-2025** will be held on 13**th** November 2024 in respect of all the portfolios as per notified below.

Students are directed to read the "**RULES FOR ELECTION**" thoroughly and collect the nomination papers from the college office.

Programmes:

Issue of nomination papers	: 05-11-2024 to 06-11-2024 (11.00 AM to 3.00 PM)
Last Date of submission of nomination papers	: 08-11-2024 (upto 12 Noon)
Scrutinizing of nomination papers	: 08-11-2024 (From 1.00 PM onwards)
Publication of eligible contestant list	: 08-11-2024 (After 4.00 PM)
Withdrawal of nomination papers	: 09-11-2024 (upto 12.00Noon)
Publication of final contestant list	: 09-11-2024 (After 2.00 PM)
College Campaign "Why I Stand"	: 11-11-2024 (Organised by Deptt of Pol. Science) Time: 11AM onwards
Date of Poll (E-Voting)	: 13-11-2024 (From 8.00 AM to 2.00 PM)
Date of counting of Vote	: 13-11-2024 (From 3.00PM onwards)

The election will be held for the following port folios:

President	: UG 3rdSemester, 5th Semester& P.G. 1stSemester
Vice President	: UG 3rd Semester, 5th Semester & P.G. 1st Semester
General Secretary	: UG 1st, 3rd& P.G. 1st Semester
Assistant General Secretary	: UG 1st&3rd Semester
Secretary of Outdoor	: UG 1st& 3rd Semester
Secretary of Indoor	: UG 1st& 3rd Semester
Cultural Secretary	: UG 1st, 3rd& P.G. 1st Semester
Secretary Debate	: UG 1st& 3rd Semester
Secretary Girls' Common room	: UG 1st& 3rd Semester (only for Girls)
Secretary Boys' Common room	: UG 1st& 3rd Semester (only for Boys)
Secretary Magazine	: UG 1st, 3rd& P.G. 1st Semester
Secretary Social Service	: UG 1st& 3rd Semester (Reserved for Girls' Hostel Boarders)

Counter Signature

Dr. Ranjan Kalita	Mr. Rakesh Ch. Sarkar	Mr. Lohit Ch. Baishya /Dr.Kiran Jyoti Mohan
Principal	Returning Officer	Assistant Returning Officer
Rangapara College	RCSU Election 2024	RCSU Election 2024
	Rangapara College	Rangapara College

Principal
Rangapara College

ELECTION NOTICE
Rules and Regulations of RCSU Election 2024

1. The voting system of the RCSU election 2024 will be on online mode. The students needs to vsiit the College physically to cast their votes during the time period of election.

2. The nomination form needs to be colleceted from the college office and the same should be submitted on the scheduled date at the college office along with all necessery enclosers. Id. Check the nomination submisison process carefully to submit the nomination without any error.

3. Nomination form will be avilable at the college office from 10.00 AM to 3.00PM on payment of Rs. 400/- (Rs. 200/- for collection of a set of nomination paper and Rs. 200/- for the submisison of nomination paper)

4. If a candidates desire to submit more than one nomination paper he/she has to make additional payment for that.

5. **Students having arrear or back in the University examination are not eligible to contest. To verify the same all the marksheets previous semesters must be submitted. Even the arraer papers have been cleared, in that scenario also the candidate is not eligible to contest. Marksheet of the candidate will be verified on the basis of the declaration of result up to 8/11/2024 (12 Noon).**

6. Both the candidate and their Proposer and seconder must be enrolled as full-time students at the college.

7. That candidate should have a minimum class attendance of 75%.

8. The Proposer and Seconder can propose and second for a single candidate only.

9. The age of the candidate must be in between 17 years to 22 years of age for UG students and the maximum age timit for the PG students is 25 years as indicated by his/her matriculation certificate as on 01/11//2024. The candidate is required to attache his/her HSLC admit card/certificate for the verification of age during the submission of nomination form.

10. A candidate is allowed to submit multiple nomintion papers for different portfolios, but a candidate should offer his/her candidature for one portfolio only. Thus, the candidate should withdraw his/her nominations for other portfolios as soon as the list of eligible candidates is announced. Failure to do so will result in the cancellation of all nominations.

11. **A voter must produce his/her admission/acknowledgement receipt at the time of polling and only the regular students (Session 2024-25) will be allowed to vote. The previous years' admission receipts or examination fee receipts will not be considered as valid proof of regular student and such students will not be allowed to cast their votes.**

12. A voter is required to be dressed in the college uniform.

13. **Candidates are prohibited to contest under any political party and should not be associated with any political party. The candidate should contest only as the student of Rangapara College.**

14. The candidacy of any candidate will be cancelled if he/she is found guilty with Principal, Faculties and Office Staffs.

15. The candidacy of any candidate will be cancelled if he/she is found guilty of a criminal offence or engaging in anti-social activity.

16. A candidate is permitted to appoint a maximum of two polling agents per booth who must be bonafide students of the college. There will be 5 election booths. At a time single agent will be allowed to present in the booth. A agent appointment form will also be available at the College website under "RCSU Election' tab. The agent must bring the Agent appointment form on the day of voting and must produce to the presiding Officer of the concerned booth.

17. Candidates' Proposer and Seconder must be present at the time of scrutinization of nomination papers. Failing to which, decision of the Election Commission will be final.

18. The candidates' agents should remain present at the time of counting of votes, otherwise the counting officers' decision will be final.

19. A candidate can not spend more than Rs. 5000/- (Rupees five thousand only) for the purpose of RSCU election and candidate should submit his/her expenditure vouchers within two weeks from the date of deceleration of election Result.

20. The Wall writing, sticking posters on college building and boundary walls are strictly prohibited.

21. **The decision of the Election Commission will be considered final in all election related matters.**

22. The time of voting 8.00 AM to 2.00PM.

23. Prior to commencing the actual polling, a mock poll will be conducted for 20 numbers of sample votes. Either the candidate or one of his/her agent should present for the mock poll. The mock poll will be started at 7.00 AM, necessitating the candidate or his/her agent to report by 6.30 AM. Candidates or agents arriving after this specified time will not be permitted to participate in the mock poll.

24. During the counting process either candidate or one of his/her agents may present in the counting hall.

25. The entire election process will be conducted as per the recommendation of the Lyndoh Committee.

26. Students are advised to visit the regularly "RCSU Election" tab in the college website (www.rangaparacollege.com) for any update or modification in the election notification.

Process of Nomination Submission:

1. Students who wish to stand as candidate for the RCSU Election 2024 are required to obtain the Nomination Form from the college office by paying the required fee.

2. **The hard copy of the Nomination form and the attendance certificate must be submitted at the college office counter in a sealed envelope along with necessary documents on the stipulated date.**

3. If a candidate makes mistake while filling the form, he/she will need to acquire a new Nomination form by paying the requisite fee in order to submit a fresh nomination form.

4. If a candidate wants to submit additional nomination form, then he/she has to obtain additional Nomination form by paying additional fees.

5. For withdrawal of Nomination a candidate can submit his/her application after publishing the list of eligible candidates. The withdrawal form will be available at the college office counter.

6. Documents to be attached for the submission of Nomination form
   (a) For candidate
     - Passport size Photograph in college uniform without cap and sunglass Previous semesters marksheets.
     - Admission receipts of all semesters.
     - HSLC Admit card/Certificate
     - Attendance Certificate from the HoD
     - Nomination Fee Payment Receipt

   (b) For Proposer and Seconder
     - Admission receipts of all semesters

Process of E-voting:

1. In every booth their will be computer system/s in the voting chamber/s.

2. On entering the pooling booth, the student needs to produce the admission slip of the current academic session (2024-25) and the polling officer will verify the authenticity and eligibility of the student to cast his/her vote. The previous year admission receipts and examination receipts will not be considered as valid proof for casting of vote.

3. On successful verification, the voter needs to put his/her signature at the designated place in front of the polling officers and an unique "election ID" will be issued to the voter.

4. The election Id is required to be put in the online ballot to open the ballot form. On opening of the form, the images of the candidates will be shown along with their names.

5. The voter needs to click on the image of the candidate to cast his/her vote. After giving vote in one portfolio, the voter needs to click on "next" to go to the other portfolios. After giving vote for the last portfolio, a declaration check box (I have voted) needs to be checked and click on the submit button to submit the ballot.

6. To exercise the online voting, students can visit the college website, www.rangaparacollege.com and click on RCSU election. In that page a demo ballot will be available along with a sample "Election ID". By using that ID students can practice the casting of online vote.

Counter Signature

Dr. Ranjan Kalita	Mr. Rakesh Ch. Sarkar	Mr. Lohit Ch. Baishya /Dr.Kiran Jyoti Mohan
Principal	Returning Officer	Assistant Returning Officer
Rangapara College	RCSU Election 2024	RCSU Election 2024
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Principal
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