

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INSTRUCTIONS TO THE PRESIDING OFFICERS FOR ELECTION TO GYMKHANA COUNCIL 2017-18

The following instructions are to be strictly adhered to during the polling in different Halls of residences.

1. At the start (8.45 am to 9.15 am) of the election a mock poll is to be conducted in front of the representatives (one for each candidate) of candidates present in the booth. A certificate is to be signed by all present after the mock poll (format will be provided).
2. No one except the certified representatives (one for each candidate) will be allowed inside the booth. A list of representatives of the candidates will be provided in bag of presiding officers. Polling officer should identify them by their Institute ID and verifying the signature.
3. The voters will be allowed inside only after checking his/her identity from **Institute ID ONLY** and the ID card should be deposited with the polling officer (in most cases he/she happens to be Senior/Junior Assistant of the same hall) and will be returned after the completion of the poll. If any voter cannot produce the Institute ID the case will be referred to Dean (SW) through ph: 9434788009.
4. Case of any software related problem the following four officials may please be contacted; Dr. N. B. Hui (9434788117), Dr. Bibhas Sen (9434788161), Dr. Joydeep Howlader (9434788178), Narayan Murmu (9475179771).
5. After 2.30 pm, if there is a queue in front of the booth then tokens made from paper may be distributed to the voters in the standing in the queue starting from (no. 01) to the last man at the end of the queue and they must be allowed to vote.
6. At the end of the poll the presiding officer has to submit the report (format will be provided) to the returning officer.
7. The table below shows the hall wise distribution of voters.

SI No.	Hall No.	Total students	No. of Representative to be Elected	Voters to Elect their representative
5	Hall-1	620	02	UG Boarders of Hall-1
6	Hall-2	316	01	UG Boarders of Hall-2
7	Hall-3	320	01	UG Boarders of Hall-3
8	Hall-4	252	01	UG Boarders of Hall-4
9	Hall-5	380	01	UG Boarders of Hall-5
10	Hall-6 + A & B Type Qtrs. (Except A7).	200	01	All RS and PG Boarders of Hall-6, A & B Type Qtrs. (Girl Students)
11	Hall -7	125	01	UG Boarders of Hall-7 (Girl Students)
12	Hall-8 + A 7	125	01	UG Boarders of Hall-8 and A 7 Qtrs. (Girl Students)
13	Hall-9	452	02	All RS and PG student including MCA, boys.
14	Hall-10	335	01	UG Boarders of Hall-10 (Girl Students)
15	Hall-11	550	02	UG Boarders of Hall-11
16	Hall-12	92	01	International Students of Hall 12

Banerjee
21/02/2017
(Dean SW)

Dr. Nilotpal Banerjee
Professor of Mechanical Engineering &
Dean (Student Welfare)
National Institute of Technology Durgapur
Durgapur - 713209, India