



Office of the Principal
Bhadrak (Autonomous) College, Bhadrak
Jagannathpur, Bhadrak, Odisha-756100
Email: principalbhadrakcollege@rediffmail.com

No 1455

Date 08/10/2026

COLLEGE STUDENTS' UNION ELECTION- 2026-27

NOMINATION GUIDELINES

1. Officers are requested to receive Nomination materials at 9 A.M. on 09.10.2026 from the Advisor, College Union in the Election Control Room and to proceed to respective rooms to receive nomination forms from the students. They should start receiving the nomination forms at 10.00 A.M. at the ringing of a long bell. Before receiving the nomination forms, they should point out mistakes, if any, to the concerned students. They should receive nomination forms completed in all respects after taking the signature of the student on the signature sheet meant for the purpose. No nomination shall be received after 1 PM, when another long bell rings.
2. Nomination forms can be issued from 10 A.M. to 1 P.M. on 09.10.2026 at the college office counter number 1, 2 & 3 on payment of Rs.10 /- only per copy and on production of valid Identity Cards. Ordinarily, not more than five nomination forms will be sold to any particular student.
3. Contesting candidates along with proposers and seconders must be present before the receiving officers in the specified room within the stipulated time, and they must produce their Identity Cards renewed for the current session for filing nominations. A student who does not have 75% attendance in the class (computed for all subjects taken together), cannot contest for any post. His / her Nomination shall be invalidated at the time of scrutiny.
4. While submitting nomination, the contesting candidates shall have to sign in the forms for (i) Receipt of Nomination and (ii) Undertaking portion of the nomination form.
5. Scrutiny of nominations shall begin at 2.00 P.M. on 09.10.2026 Officers are requested to proceed to their respective rooms for the scrutiny of nominations. They should start scrutiny of nomination forms at 2.00 P.M. after the ringing of a long bell.
6. Undergraduate students between the age of 17 years to 22 years and postgraduate students with the maximum age limit of 25 years may contest elections.
7. The candidate shall not have any academic arrears in the year of contesting the election.
8. The candidate shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an executive member.
9. The nomination of a candidate, whose name is not in the college roll for readmission or for other reasons, shall be treated as invalid.
10. A student cannot contest for more than one post. In case it is found after scrutiny that a student has filed nomination for more than one post, he is to withdraw his nomination for all posts

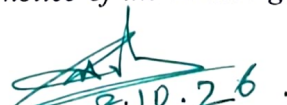
excepting one on the day of withdrawal, failing which all the nominations filed by him will be invalid.

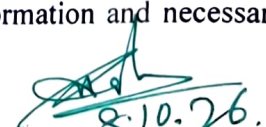
11. No student shall propose or second more than one candidate contesting for the same office.
12. Candidates, their proposers and seconders must mention their names in full, their class and roll numbers legibly in **BLOCK CAPITALS** and put their signature in full at the appropriate spaces on the nomination form.
13. The office contested for, must be entered in the nomination form in appropriate style, an example of which is given below: -
"SECRETARY, DAY SCHOLARS' ASSOCIATION"
14. Students of +3 III year and P.G. Part – II classes cannot contest for the offices of Vice-President and Asst. Secretary of the College Union.
15. Only Science students, Commerce students, girl Students and Day Scholars can contest, propose and second for the offices of the Science Association, Commerce Society, girls Common Room and Day Scholars' Association respectively.
16. The Officers shall verify the names, class and roll numbers of the candidates proposing and seconding from their Identity Cards. While doing so, they shall take utmost care regarding the spelling and arrangement of words in respect of the names, which would help them in preparing error free list of valid nomination.
17. Officers shall however ensure that no student, proposes or seconds for more than one candidate contesting for the same office.
18. Officers shall verify percentage of attendance, date of birth & academic arrears (if any) of the contesting candidates before scrutiny, from the records available in the Control Room.
19. While enlisting the valid nominations in the proforma, provided for the purpose, the officers shall write the names of the candidates in **Alphabetical order and in Block Capitals**. These lists prepared and signed by them along with the nomination papers and other documents are to be handed over to the Advisor, College Union and in the Election Control Room.
20. The members of the staff are requested to attend to the nomination and scrutiny work as per the duty chart notified separately.
21. The above rules framed by the Government regarding the conduct of College Election.

N.B. Lapses and omissions, if any, may be forthwith brought to the notice of the undersigned immediately.

Memo No 1456 Date 08/10/2026

Copy to all Notice Boards /OIC College Website/ all Hostels / Staff Common Room / Officers concerned / Advisor, College Union / Head Clerk I/C / Cashier for information and necessary action.


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