योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

Date: 24.01.2025

SPAV Students Council Elections

Sub.: Polling and Campaigning Rules for SPAV Students Council Elections 2025
Ref.: Approval of Students Council Elections by the Competent Authority vide subject file

POLLING INSTRUCTIONS

1. Polling Venue and Timing:

- Voting will take place online through Google Forms/ online mode, accessed from designated computers in the computer lab.
- Polling hours are from 02:00 PM to 5:00 PM unless otherwise specified on the day of the election, batch-wise.

S.No.	Batch	Time Slot
1	B.Arch. I-V Year	2pm -3pm
2	B. Plan I-IV Year	3pm- 4pm
3	All PG Programs	4pm-5pm

- Students must cast their votes in person only at the designated computers in the lab with their registered email id provided by the Institute.

2. Eligibility to Vote:

- All registered (present semester registration) students without dues w.r.t hostel, mess and tuition fee are eligible to vote.
- Voters must present a valid Student ID card to the polling officer, which will be cross-verified with the semester registration list taken from the respective departments before accessing the designated computers.

3. Voting Procedure:

- Upon arrival at the polling venue, voters must present their student ID card to the polling officer and verify their details (email id, registration number, semester, and course).
- Upon successful verification the polling officer will direct the voter to a designated computer.
- Voters will log into the Google Form/ online platform using their official **SPA Vijayawada email ID** in the presence of the polling/verifying officer.
- The Google Form/ online platform will list all the candidates for each position.
- Voters must carefully read and comply all the instructions given in the form.
- Voters must cast their vote by selecting their preferred candidates as per the instructions on the form.
- After submitting their voter form, voters should log out of the system and leave the polling venue promptly through designated exit door.

4. Computer Lab/polling venue Etiquette:

- Silence must be maintained in the polling venue during polling.
- No campaigning or canvassing is allowed within the academic block premises near the polling venue.
- Voters must respect the privacy of others and not discuss their votes inside the lab or near the polling venue.

5. Form Submission and Data Security:

- Each student can submit the voting form only once; multiple submissions are not allowed. This shall be monitored by the polling officer.
- The Google Form/ online platform will automatically record and secure each submission, ensuring anonymity and data integrity.

- The data will be monitored and secured by the election committee comprising of Election Observer, Presiding Officer, Returning Officers and Polling Officers, until the counting process.

6. Vote Counting and Result Announcement:

- The results will be automatically tallied by the Google Form/ online platform, under the supervision of the Returning Officers, Presiding Officer and the Polling Officers.
- The final results will be announced shortly after the close of polling and verification by the election committee.

CAMPAIGNING INSTRUCTIONS

1. Campaign Period:

- All campaigning activities must cease by 5:00 PM on the day before the election.

2. Code of conduct for all candidates and voters

- Campaigns of any sort must not affect or damage any property of the institution.
- Candidates are allowed to campaign by mouth- publicity, social media, emails, and other digital platforms.
- All content of campaigning must adhere to the institute's code of conduct and not involve any derogatory or defamatory language.
- Any campaigning event must not disrupt regular academic activities or violate campus regulations of any kind. Any form of harassment or coercion of voters will not be tolerated.
- Candidates must assist the election committee in ensuring peaceful and smooth conduct of the entire process of elections followed results and investiture ceremony. During the entire election process, both candidates and voters shall be safeguarding the dignity, respect and reputation of candidates, voters all stakeholders and the institution (SPAV).
- **Any failure in the said regard will lead to disqualification of candidate/candidates and/or termination of the entire election process as a whole and disciplinary action will be taken against the individual involved in any of such activity.**

3. Dispute Resolution:

- Any disputes or complaints about campaigning or the online voting process should be reported in writing to the Returning Officers.
- The Returning Officers' decisions on disputes or complaints are final and binding.

(Returning Officer)

To: All Notice Boards and All concerned

Copy to: -
1. PA to Director - for kind information of Director.
2. Registrar
3. Presiding Officer Students Council Election 2025
4. All Deans and Heads
5. IT Incharge for uploading on SPAV website
6. Subject file