



भारत सरकार / GOVERNMENT OF INDIA  
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान  
डॉ० राम मनोहर लोहिया अस्पताल नई दिल्ली  
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI-110001  
(Affiliated to Guru Gobind Singh Indraprastha University Delhi )



No. Dir/ABVIMS/RMLH/2025/31

Dated: 24.03.2025

## CIRCULAR

### UNDERGRADUATE STUDENT COUNCIL ELECTION RELATED

#### (FOR RETURNING OFFICERS AND UG CELL)

The Election for the STUDENT COUNCIL of the Undergraduate Students will be conducted on **04.04.2025 from 9 am to 4 pm. The venue will be intimated later.**

Dr. Piyush Jain (Professor, Medicine and Associate Dean, UG) and Dr. Sachin Mittal (CMO, Forensic Medicine and Warden, Hostel) have been appointed as the Returning Officers for the Election. They are to utilize the services of the UG Cell for this purpose.

The Election Schedule is as follows:-

Date	Event
24.03.2025	Notification to students regarding the Student Council Election.
27.03.2025, 1 pm	Last date for submission of forms by the candidates.
27.03.2025, 4 pm	Last date for withdrawal of candidature.
28.03.2025	Verification of forms by Returning Officers and Information to rejected candidates to re-file candidature in next 24 working hours (by 29.03.25, 1 pm)
01.04.2025 (by evening)	Display of final list of candidates.
02.04.25, 1 pm	End of canvassing
04.04.2025 (9 am to 4 pm)	Election Day
04.04.2025	Counting of votes


(4 pm onwards)	
04.04.2025 (Late Evening)	Declaration of Result
06.04.2025	Final date for submission of complaint/grievance regarding Election to the Student Coordination Committee.

The Returning Officers are to perform the following responsibilities:-

1. Verify the forms of the Candidates. The candidate whose form is rejected due to any reason like missing document/ any other reason amenable to correction should be given one day time to re-submit the form. If the form is again rejected, the candidate cannot contest the Election. Returning Officers have the right to reject a candidate based on feedback regarding the candidate. Returning Officers can cancel the candidature any time prior to the Election if the Candidate is found to be violating the Code of Conduct (Please Refer to Annexure I for the Code of Conduct).
2. Returning Officers to vet the Posters of the Candidates and see that these do not violate the Code of Conduct. Returning Officers may approve of any public meeting provided it does not breach the Code of Conduct. Canvassing starts from the date of notification of the Election.
3. Returning Officers to guide the UG Cell in obtaining items essential for the Election (Ballot Boxes (two), sufficient Ballot Papers (500), stamps for marking on Ballot Paper, ink for marking the finger of the voter, batch-wise list of all students and any other item as considered essential).
4. Conduct the Election on the day of Election with support of UG Cell. It is essential to ensure that only MBBS students cast their vote. Interns and PG students are not entitled for voting. MBBS Student must bring his/her I-Card for voting. It is important to ensure that one student casts one vote. The Instructions to cast vote must be clearly told to the voter and may be put outside the polling area. Returning Officers to design these instructions. Nobody should be allowed to cast the vote more than once. Both the Returning Officers to stay at the site of Election throughout the Election duration.
5. Counting of votes to be done immediately after the Election in the presence of a member of the Student Coordination Committee.
6. Result to be signed and stamped by the Returning Officers and submitted to the representative of the Student Coordination Committee.

### Role and Responsibilities of the UG Cell:-

- Work under guidance of the Returning Officers and give full cooperation and support
  - Acceptance of Candidature Forms of the students and maintaining a record. Submit these to Returning Officer for Verification.
  - Inform candidates whose candidature has been rejected via e-mail.
  - Make a Final List of Candidates and display on Student Notice Boards and on Institute's Website. Individual communication to all the final candidates to be sent on their mail by the UG Cell.
7. Move file pertaining to obtaining things essential for conduct of Elections. These items are mainly- Ballot Boxes (two), sufficient Ballot Papers (500), stamps for marking on ballot paper, ink for marking the finger of the voter and batch-wise list of all students. Other items may be asked for after consulting the Returning Officers. Ballot Papers to be designed by the UG Cell in consultation with the Returning Officers.
8. The movement of the file will be: - UG Cell →Returning Officer (Dr. Piyush) → Student Coordination Committee Chairman (Dr. Neelam) →Registrar →Dean →Director
9. Help in conduct of Election on Election Day and help in counting of votes.

  
**Dr. (Prof.) Ajay Shukla**  
**Director & Medical Superintendent**

### Copy To:-

1. Dean
2. All Additional MS
3. All HODs
4. Registrar
5. All Associate Deans
6. COE
7. Deputy Registrar
8. Senior Administrative Officer, ABVIMS
9. Accounts Officer, ABVIMS
10. Dr. Sachin Mittal, Warden, Hostel
11. UG Cell
12. Officer In-Charge, E-Governance to upload the same in the website
13. P.S. to Director & M.S.

## ANNEXURE I

### Code of conduct for the candidates during the Election: -

1. No candidate should indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
2. Candidates should refrain from criticism of other candidates or supporters of other candidates on all aspects of private life, not connected with their public activities. Criticism of other candidates, or their supporters based on unverified allegations or distortion must be avoided. Criticism shall be confined to policies, programmes, past record and work.
3. There should be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus should not be used for Election propaganda.
4. All candidates are prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as, bribing of voters, intimidation of voters, impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 48 hours prior to the start of the Election/ hour as specified in the Election notification, and the transport and conveyance of voters to and from polling station.
5. No candidate are permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing, candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit of Rs. 5000/- for the entire Election campaign.
6. Candidates shall only utilize hand-made posters in the campus, which have prior approval of the Returning Officers/Institution authority. Candidates shall display their permitted hand-made posters only on the Student Notice Boards. Utilization of academic, administrative and other public areas in the campus for display of posters is prohibited. A penalty up to Rs. 5000/- may be charged in case of non-compliance for code of conducts of Elections.
7. During the Election period the candidates may hold processions and /or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the Institution. Further, such procession/public meeting may not be held without the prior written permission of the Returning Officers.
8. The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited.

9. On the day of polling, student organizations and candidates shall (i) Co-operate with the officers on Election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction: (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day; (iii) not hand out any propaganda on the polling day. Excepting the voters, no one without a valid pass/letters/permission of authority from the Institution authorities shall enter the polling booths.
10. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The Institution authorities may also take appropriate disciplinary action against such a violator.

