



SPAV Student Council Elections

Sub.: Polling and Campaigning Rules for SPAV Student Council Elections 2024 (Short Term)

Ref.: Approval of Student 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	02pm -03pm
2	B. Plan I-IV Year	03pm- 04pm
3	PG Program	04pm-05pm

- 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 students, except those in the IV year – VII Sem. B.Arch, who are undergoing practical training outside SPA Vijayawada; and I year – I Semester of UG and PG programmes, 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 being allowed to access the designated computers.

3. Voting Procedure:

- Upon arrival at the computer lab, voters must check in with the polling officer by presenting their Student ID card.
- Upon verifying the semester registration, the polling officer will then 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 select their preferred candidates by following the instructions on the form.
- After submitting their choices, voters should log out of the system and leave the computer lab promptly.

4. Computer Lab Etiquette:

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

5. Form Submission and Data Security:

- Each student can submit the 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, 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 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

- Campaign 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.
- Campaigning through official SPA Vijayawada platforms, including emails and messaging groups, is allowed only after approval from the election committee.
- 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.
- Candidates are liable to ensure that their supporters conduct themselves peacefully and respectfully during the entire process of elections.
- Any form of harassment or coercion of voters will not be tolerated.
- 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 regarding campaigning or the online voting process should be reported to the Returning Officers in writing.
- The Returning Officers' decisions on disputes or complaints are final and binding.

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(Returning Officer)

To: All Notice Boards and All concerned

Copy to: -

1. PA to Director - for kind information of Director.
2. Registrar
3. Deans and Heads (HoD - Architecture & HoD – Planning)
4. IT Incharge for uploading on SPAV website