



ସ୍ୱାଧୀନତା ମହାବିଦ୍ୟାଳୟ, ରାଉରକେଲା
MUNICIPAL COLLEGE, RAURKELA
DIST-SUNDARGARH ODISHA-769012
ACCREDITED WITH B+ GRADE BY NAAC(2nd CYCLE-2016)
Email-municipalcollege8@gmail.com, website-www.municipalcollegerkl.com, Tel-0661-2501838

No. 2487 /MCR

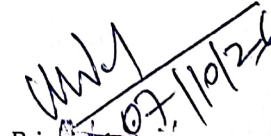
Date: 07.10.2026

NOTIFICATION STUDENTS' UNION ELECTION, 2026-27

Notice is hereby given that the **Students' Union Election for the Academic Session 2026-27** of **MUNICIPAL COLLEGE, ROURKELA** shall be held for the offices/posts of the Student Union as furnished in **ANNEXURE-I** in accordance with the prescribed election schedule, guidelines and Code of Conduct.

- 1. Nomination Papers:** Nomination forms may be obtained from the cash section of the college on 09.10.2026 (Friday) from 9.00 AM to 12.30 PM on payment of Rs 100/- per form.
- 2. Submission of Nomination:** Duly filled-in nomination papers shall be submitted by the candidate to **Smt. Arpita Mahapatra, Reader in Physics** at the Principal's Chamber between **10.00 AM and 1.00 PM on 09.10.2026 (FRIDAY)** along with the prescribed documents including **Student/SAMS ID** and other required declarations/documents.
- 3. Scrutiny of Nomination:** Scrutiny of nomination papers shall be conducted at **09.10.2026 (FRIDAY)** from 2.00 PM to 4.00 PM at Principal's Chamber.
- 4. Publication of list Valid Candidates:** The list of validly nominated candidates shall be published at **5.00 PM on 09.10.2026 (FRIDAY)** on the Notice Board.
- 5. Withdrawal of Candidature:** A validly nominated candidate may withdraw his/her candidature by submitting a written notice to the concerned officer **on 10.10.2026 between 10.00 AM to 1.00 PM.**
- 6. Final List of Candidates:** The final list of contesting candidates shall be published on **10.10.2026 (SATURDAY)** at **3.00 PM.**
- 7. Meeting on "Why I Stand For":** The meeting on why I stand for shall be conducted **on 14.10.2026 (Wednesday)** at **10.00 AM in Hall No 32 (First Floor)**
- 8. Polling:** In the event of the election being contested, polling shall take place on **15.10.2026 (THURSDAY)** between 8.00 AM to 2.00 PM.
- 9. Counting & Result:** Counting of votes shall be taken up at **2.00 PM till the declaration of the results.** Results shall be declared thereafter in accordance with the prescribed procedure.
- 10. Oath Taking Ceremony:** Oath Taking Ceremony shall take place on **16.10.2026 (FRIDAY)** at **11.00 AM in Hall No 32.**

All candidates and students shall strictly adhere to the Students' Union Election Guidelines, Code of Conduct and instructions issued by the College Authority.


Principal
Municipal College, Rourkela
Rourkela-12

Copy to: GCR/BCR/GNB/SCR/Election -2026 file/Office copy for record.

ENCLOSURE : ANNEXURE-I & LETTER NO 53237/HE DATED 05.10.2026 OF THE
HIGHER EDUCATION ,DEPARTMENT ,GOVT. OF ODISHA.



MUNICIPAL COLLEGE, RAURKELA
ELECTION-MODEL CODE OF CONDUCT

01. Candidates are prohibited from using communal religious feelings, caste, language and place of worship in any form to induce voters in their favour.
02. Candidates are prohibited from intimidating or illegally canvassing the voters during the course of the election campaign.
03. Candidates shall keep away from canvassing in any form within 100 meters from the college premises during polling hours.
04. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Only handmade posters may be used within the prescribed expenditure limits. Handmade poster may be displayed only at places in the campus notified in advance by the college authority.
05. Candidates/supporters are prohibited from using push cards/panel cards in any form inside the college campus during polling hours.
06. Candidates/supporters are prohibited from doing any type of personal canvassing during polling hours inside the college premises.
07. Candidates are prohibited from associating themselves with any political party and receive any funds from them.
08. Each candidate is required to limit his Election Expenditure up to a maximum of Rs.5000.00 (Rupees five thousand only) and submit a self certified account of expenditure within two weeks of declaration of results.
09. Candidates and their supporters are strictly instructed to refrain themselves from obstructing in any form of meeting or procession or campaigning by their opponents.
10. Candidates are prohibited from providing transport facility in any form to the voters on the day of polling.
11. Carrying of any weapon or item or any object which can cause physical harm or injury is strictly prohibited.
12. The candidates are prohibited from using any derogatory remarks against the Principal or staff members of the College or the College Management in general during the election campaign.
13. Defacing of college premises in any form will be seriously viewed by the authorities and will render the candidates punishable as deemed fit.
14. The entry and presence of unauthorized persons (including ex-students) of this college premises without prior permission from the Principal is strictly prohibited.
15. Cost of any damage caused to the property of the college or staff members or candidates or students by any candidate or his/her supporters shall be recovered from the concerned candidate.
16. Co-operation should be extended to the authorities in order to ensure smooth and peaceful polling.
17. Directions/orders/instructions of the Principal shall be obeyed in all matters relating to the College Election.
18. Incase of any ambiguity complaints, grievances or controversies, the decision of the Principal will be final and binding.
19. Criticism of other candidates shall be confined to their policies programmes ,past record and work .
20. Candidate shall refrain from criticism of private life unrelated to public activities and from unverified allegations.
21. During the election period candidates and their supporters shall maintain due decorum while using social media and other digital platforms. They shall not use abusive ,offensive or derogatory language ; make personal attack or defamatory allegations; circulate false , misleading ,manipulate or AI generated fake contents.
22. Use of loudspeakers vehicles animals for canvassing shall be prohibited.

Principal
Municipal College
Raurkela-72



RULES REGARDING NOMINATION SCRUTINY

NOMINATION

1. The nomination shall be filled in the prescribed form available in the office of the Principal.
2. The nomination form can be obtained on payment of prescribed fees of Rs.100/- only.
3. The forms must be duly filled in and signed by the candidate, one proposer and one seconder.
4. The signature of the candidate, the proposer and the seconder must tally with the signature made on the face of their respective Identity Cards. They must produce their up-dated Identity Cards together with the nomination form.
5. The candidate, the proposer and the seconder must be bonafide student/s of the Undergraduate /PG Classes for the posts meant for UG /PG students.
6. The post meant for Science Society, Commerce Society and Arts Society must be proposed and seconded by the bonafide students of the respective faculties i.e. Science, Commerce and Arts respectively.
8. A student cannot propose or second more than one candidate for the same office.
9. A student contesting for the election to any office can not be a proposer or seconder for another candidate for any office.
10. The nomination form must contain/accompanied by the following.
 - a) The name of the candidate in BLOCK/CAPITAL LETTERS.
 - b) Name of the Office contested for.
 - c) Signatures of the candidate, proposer and seconder.
 - d) Money Receipt in support of the purchase of nomination form.
 - e) Declaration-cum-Undertaking.
 - f) Attendance certificate.
 - g) Updated Identity cards of the candidate, proposer and seconder.
 - h) Attested photocopy of HSC certificate in support of date Birth.
 - i) Academic Clearance Certificate in case of UG /PG students wherever applicable.

SCRUTINY

- a. The Scrutiny will be done by a committee constituted by the Principal.
- b. A nomination is subject to cancellation in the following cases :
 1. If the candidate, proposer and seconder are not bonafide students of the college.
 2. If there is any wrong entry regarding the name of the candidate, name of the office contested for.
 3. If there is over writing in entries.
 4. If the signature, Roll No. and class do not tally with the entries made in the identity card.
 5. If the nomination form is not accompanied with form of undertaking as specified from time to time.
 6. If the candidate does not possess minimum 75% of attendance of classes.
- c. At the time of scrutiny the candidate, the proposer and the seconder should be present for verification if required by the Scrutiny Committee.

WITHDRAWAL

A valid candidate can withdraw his/her candidature by submitting an application in person in the prescribed form in the stipulated time.

CANVASSING

Canvassing will start after declaration of final list of valid nominations and will be stopped one hour before commencement of "WHY I STAND FOR" meeting. During the period of canvassing code of conduct shall be strictly followed.

[Signature]
Principal
Municipal College, Raurkela
Rourkela-12

ANNEXURE-I

OFFICE	POST	ELIGIBLE CONTENTSTANT	ELIGIBLE PROPOSER/SECONDER	ELIGIBLE VOTERS
STUDENTS' UNION	President, Students' Union	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	Vice-President Students' Union	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	General Secretary Students' Union	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	Joint General Secretary Students' Union	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
DRAMATIC SOCIETY	Secretary, Dramatic Society	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
ATHLETIC SOCIETY	Joint Secretary, Dramatic Society	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	Secretary Athletic Society	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
ARTS SOCIETY	Joint Secretary, Athletic Society	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	Secretary, Arts Society	Any UG Arts Student	Any UG Arts Student	Any UG Arts Student
SCIENCE SOCIETY	Joint Secretary, Arts Society	Any UG Arts Student	Any UG Arts Student	Any UG Arts Student
	Secretary, Science Society	Any UG Science Student	Any UG Science Student	Any UG Science Student
COMMERCE SOCIETY	Joint Secretary Science Society	Any UG Science Student	Any UG Science Student	Any UG Science Student
	Secretary, Commerce Society	Any UG / PG Commerce Student	Any UG / PG Commerce Student	Any UG / PG Commerce Student
BOYS' COMMON ROOM	Joint Secretary, Commerce Society	Any UG / PG Commerce Student	Any UG / PG Commerce Student	Any UG / PG Commerce Student
	Secretary, Boys Common Room	Any UG / PG Boy Student	Any UG / PG Boy Student	Any UG / PG Boy Student
GIRLS' COMMON ROOM	Joint Secretary, Boys Common room	Any UG / PG Boy Student	Any UG / PG Boy Student	Any UG / PG Boy Student
	Secretary, Girls Common room	Any UG / PG Girls Student	Any UG / PG Girl Student	Any UG / PG Girls Students
DAYS SCHOLARS' ASSOCIATION	Joint Secretary, Girls Common Room	Any UG / PG Student	Any UG / PG Student	Any UG / PG Girls Student
	Secretary, Days Scholars' Association	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student
	Joint Secretary, Days Scholars' Association	Any UG / PG Student	Any UG / PG Student	Any UG / PG Student

Arpita Mahapatra
ADVISOR 07.10.2026
STUDENTS' UNION

MUNICIPAL PRINCIPAL
Rourkela-12
07/10/26

STUDENTS' UNION ELECTION-2026

STEPS TO BE FOLLOWED FOR NOMINATION

CHECK THE ELIGIBILITY TO CONTEST FOR
DIFFERENT POSTS

PROCEED FOR ATTENDANCE CERTIFICATE
+3 ARTS STREAM - ROOM- NO -AB-03
+3 SCIENCE-ROOM NO-AB-04
+3 COMMERCE ROOM-AB-NO-05
BBA-AB-06
M.COM-AB-07

PROCEED TO CASH SECTION
FOR NOMINATION FORM

PROCEED TO EXAMINATION SECTION FOR
ACADEMIC CLEARANCE CERTIFICATE

GO THROUGH THE RULES REGARDING
NOMINATION AND SCRUTINY

FILL UP THE FORM CAREFULLY

CHECK THE FOLLOWING DOCUMENTS

A	Declaration-cum-undertaking (duly filled in by the candidates)
B	Attendance Certificate
C	Attested Photo copy of H.S.C. certificate
D	No Academic Arrear Certificate from Examination Section
E	Money Receipt of Nomination Paper
F	Updated Identity Cards of the Candidates, Proposer and Seconder.

SUBMIT THE DULY FILLED UP NOMINATION
FORM ALONG WITH REQUISITES LISTED IN
THE NOMINATION FORM IN PRINCIPAL'S
CHAMBER AS PER THE TIMING NOTIFIED BY
THE COLLEGE

THE CLOCK IN THE PRINCIPAL'S CHAMBER TIME SHALL BE TAKEN INTO CONSIDERATION

DURING THE ELECTION PROCESS

Anpita Mahapatra
ADVISOR
STUDENTS' UNION
07.10.2026

Principal
Municipal College
Rourkela
07/10/26

