

# COMSATS University Islamabad

## Registrar Secretariat, Principal Seat

No. CUI-Reg/Notif-198/20/226

January 21, 2020

### NOTIFICATION

Subject: **Guidelines for Polling Officers Regarding Election of Teachers for Memberships of Various Statutory Bodies of COMSATS University Islamabad (CUI)**

In pursuance of the Election of Teachers for Memberships of Senate, Syndicate, Academic Council & Representation Committee for Appointment to the Senate of COMSATS University Islamabad (CUI) scheduled to be held on January 27, 2020, following guidelines are hereby notified for information and compliance of the Polling Officers:

- i. Polling time 8:00 am - 5:00 pm (All Campuses);
- ii. Number of Polling Stations;

**a) Islamabad Campus (03 Polling Stations)**  
(Including Employees of Islamabad Campus attached at Virtual Campus)

**Polling Station No. 1**

-All Professors  
-All Associate Professors  
-Assistant Professors of the following Departments:  
Department of Arch & Design  
Department of Biosciences  
Department of CAST  
Department of Chemistry  
Department of Computer Sciences  
Department of Economics

**Polling Station No. 2**

-Assistant Professors of the following Departments:  
Department of ECE  
Department of H.I  
Department of Humanities / MS  
Department of Mathematics  
Department of Metrology  
Department of Physics  
CCRD  
CPS  
COMSIAN Consultants

**Polling Station No. 3**

- All the Lectures of Islamabad and Virtual Campus

**b) Abbottabad Campus (02 Polling Stations)**

**Polling Station No. 1**

-All Professors  
-All Associate Professors  
-All Lecturers

**Polling Station No. 2**

-All Assistant Professors



**c) Lahore Campus**

**(02 Polling Stations)**

Polling Station No. 1

- All Professors
- All Associate Professors
- All Lecturers

Polling Station No. 2

- All Assistant Professors

**d) Wah Campus**

**(01 Polling Station)**

**e) Attock Campus**

**(01 Polling Station)**

**f) Sahiwal Campus**

**(01 Polling Station)**

**g) Vehari Campus**

**(01 Polling Station)**

- iii. Polling Officers shall announce Polling Teams (Polling Station-Wise) in their respective Campuses.

**Voting Procedure:**

- iv. Polling Officer will issue the ballot paper after verifying Electoral identity and checking the original Service Card / CNIC of the voter;
- v. No mobile phones or cameras will be allowed inside the Polling Stations;
- vi. If a ballot paper is damaged, the counterfoil of the spoiled ballot paper will be marked as cancelled and the alternate Ballot Paper may be supplied together with its counterfoil that shall be marked duplicate by the Polling Officer;
- vii. Where voter is required to stamp / elect more than one candidate on a single Ballot Paper, all marked votes will stand invalid if more than the required number of candidates are stamped OR if not stamped properly inside the box specified for stamping;
- viii. Ballot paper will be considered valid if less than the required number of candidates are stamped
- ix. Voters present inside the Polling Station by 5:00 pm will be accommodated to cast their vote;
- x. Ballot paper shall not be issued after expiry of the voting time notified for the purpose;
- xi. After expiry of the polling time, Polling Officer shall examine the Ballot Paper and may reject any invalid Ballot Paper;
- xii. The Polling Officer will write down total number of valid votes casted in favor of each candidate on Result Sheet and will obtain the signatures of the candidates or their

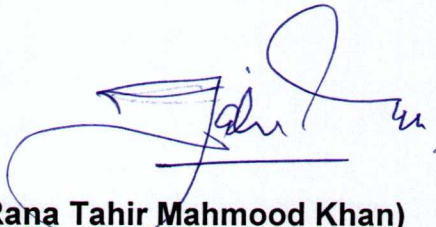


authorized polling agents. Polling Officer will sign all result sheets and will send the scanned copy of Result Sheet(s) to the Registrar immediately after completion of counting in presence of the polling agent. Original sheet will be sent to the Returning Officer through post/ courier together with all the record of elections;

xiii. The Polling Officer will declare a ballot paper invalid if:

- ❖ it does not bear any official mark;
- ❖ it has been left blank/without stamp by the voter;
- ❖ there is any name, word or sign upon it by which the voter may be identified;
- ❖ the vote has been casted in favor of more candidates than the maximum number mentioned on the ballot paper;
- ❖ the vote has not been casted in the prescribed manner;
- ❖ there is any tempering / defacement creating a doubt that there has been an attempt to alter or erase the mark of voting; or
- ❖ there is any uncertainty about the identity of the candidate in whose favor the vote has been casted.

2. This issues with approval of the Competent Authority.

  
(Rana Tahir Mahmood Khan)  
Senior Manager (C&L)

**Distribution:**

1. All Directors / Incharge of CUI Campuses (Polling Officers)
2. Incharge Academics, CUI, Islamabad Campus (Polling Officer)

**CC:**

- All Principal Officers of CUI;
- All Deans of CUI;
- Incharge HR, CUI, Principal Seat;
- Incharge HR, CUI, Islamabad Campus;
- Incharge ITC, CUI, Islamabad Campus;
- Deputy Registrar (Admin), CUI, Islamabad Campus;  
(with a request to disseminate across CUI system)
- SO to the Rector, CUI;
- PS to the Registrar, CUI.