



**Elections of Teachers for the Membership of
Academic Council, University of Baltistan,
Skardu Statutes 2020**

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1. PREAMBLE

- i. Section 21(1) (c) of the University of Baltistan, Skardu Order, 2016 provides five members representing the departments, institutes and the constituent colleges to be elected in the manner prescribed by the Senate.
- ii. Section 21 (2) of the University of Baltistan, Skardu Order, 2016 provides that as regards the five professors and the members representing the departments, institutes and the constituent colleges the Senate may, as an alternative to elections, prescribe a procedure for proposal of a panel of names by the Representation Committee set up in terms of section 23. Appointment of persons proposed by the Representation Committee may be made by the Senate on the recommendation of the Vice-Chancellor.

2. TITLE

These Statutes, framed in pursuance of the Sections 25(o) (p) of the University of Baltistan, Skardu Order, 2016 shall be called, " *Elections of Teachers for the Membership of the Academic Council, University of Baltistan Skardu Statutes 2020* " .

3. COMMENCEMENT

These Statutes shall come into force from date of endorsement of the Senate University of Baltistan, Skardu.

4. DEFINITIONS

All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section (2) of the University of Baltistan, Skardu Order, 2016, except the following:

- a. "Order" means the University of Baltistan Order 2016.
- b. "Candidate" means a University Teacher of the level of a Professor, Associate Professor, Assistant professor or a Lecturer serving the University of Baltistan Skardu on Regular Basis (BPS/TTS) or on Running Contract, expressing intention in writing

of becoming a member of the Senate in accordance with the numbers and criteria for membership specified in the Order and having placed in the list of validly nominated persons as a candidate under these Statutes.

c. "*Electorate*" mean the teachers of the University of Baltistan Skardu, constituent colleges and institutes, as the case may be at the level of Professor, Associate Professor, Assistant Professor or Lecturer of the University serving on Regular basis (BPS/TTS) or on Running Contract, listed as registered voters with the Registrar, to cast votes for the elections.

e. "*Election*" means election of candidates for the membership to the Senate.

f. "*Electoral Rolls*" means the list of teachers prepared and maintained under these Statutes.

g. "*Elector*" means any person whose name is borne on the Electoral Rolls prepared and maintained under these Statutes.

h. "*Polling Station*" means the venue at different Campuses/Institutes of the University designated for casting votes by the Electors.

1. "*Polling Officers*" means such Principal Officers/ Administrative Officers appointed by the Registrar, as well as one nominee of the committee designing these statutes, to assist the Registrar in conducting elections, supervision of polling and counting of votes at the polling stations on the polling day.

J. "*Polling Agent*" means an employee of the University authorized by a candidate to be present on his/her behalf at the time of cast and count of votes on the polling day.

k. "Professor" means a Teacher engaged whole-time by the University at the level of Professor, Eminent Professor or Emeritus Professor;

l. "Professors" (Assistant Professor, Associate Professor and Professor)

l. "*Returning Officer*" means the Registrar of the University or his nominee.

5. 'PREPERATION AND MAINTAINANCE OF ELECTORAL ROLLS FOR UNIVERSITY TEACHERS

The Registrar University of Baltistan, Skardu shall prepare and maintain a list of all the regular University Teachers (BPS/TTS/Running Contract) and teachers working in its constituent colleges and institutes which shall contain their respective dates of appointment as well as the designations whether each such teacher is a Professor, Associate Professor, and Assistant Professor. The names of those who are on study leave or leave without pay or on deputation or serving on semester contract or visiting basis shall not be included in this list.

6. PRELIMINARY ELECTORAL ROLLS

The Registrar or his nominee shall be responsible to prepare and circulate the preliminary list, mentioned above, by the date to be fixed by the Registrar and circulate widely through all means including website of the university among all the teachers at the campuses, its constituent colleges and institutes, as the case may be.

7. PRESENTATION OF CLAIMS AND OBJECTIONS

Teachers claiming to have their names entered in the list and teachers if having any objections to make against any entry therein shall make their claims and objections in writing to the Registrar within Five (05) days of the date of circulation of the preliminary list.

8. DISPOSAL OF CLAIMS AND OBJECTIONS

The Registrar and the Controller of Examinations, University of Baltistan, Skardu shall decide the claims and objections within Three (03) days following the last day fixed for the receipt of claims and objections.

9. APPLICATION FOR REVISION OF THE ORDERS OF THE REGISTRAR

Any appeal against the orders of the Registrar may be submitted not later than three days of the said order which will be decided by the Appellate Committee constituted for the said purpose by the Registrar.

10. AVAILABILITY AND INSPECTION OF ELECTORAL ROLLS

The copies of the final Electoral Rolls shall be made available by the Registrar for any teacher to inspect, in the office of the Registrar or/and at designated offices at all Campuses during office hours.

11. ELIGIBILITY FOR ELECTIONS

No teacher shall be qualified to vote unless his/ her name is on the electoral rolls or to contest the elections unless his/ her name is on the electoral rolls. All faculty members shall cast the vote for each category.

12. RETURNING OFFICER FOR THE CONDUCT OF ELECTIONS

The Registrar or his/her nominee being the Returning Officer shall be responsible for conducting the elections in accordance with the provisions of these Statutes.

13. NOTIFICATION REGARDING ELECTIONS

I. Whenever a date or dates are fixed for holding elections for a vacancy, the Registrar shall issue a notification specifying the following:

- a. Number of Members to be elected, if elected member(s) leaves the vacancy due to his/her higher studies at any stage, the registrar shall conduct elections against the vacant position(s) within twenty days.
 - b. Nomination day and time by or within which nomination papers shall be received by the Returning Officer;
 - c. Scrutiny day for the scrutiny of nominations;
 - d. Withdrawal day for the withdrawal of candidature;
 - e. Polling day, hours and place(s) at which a poll shall be taken, and ballot papers be counted.
- II. Elections for nomination of university teachers for the membership to the Academic Council, shall be held on one working day.

14. NOMINATIONS OF CANDIDATES

- I. An elector may propose, on a prescribed format obtainable from the Registrar office, himself or herself as a candidate for election. The name and the particulars of the proposer/elector/candidate mentioned in the nomination form should be the same as in the Electoral Rolls and the person contesting the election must sign the nomination form showing his/ her willingness to stand as candidate for election.
- II. No elector can propose any other elector as a candidate.
- III. The nomination form in a specific format shall be forwarded to the Registrar or his/ her nominee so as to reach to them not later than the day and time specified in the election schedule.
- IV. The Registrar and/or his/ her nominee shall maintain the record of the date and time of the receipt of each nomination and shall issue an acknowledgement receipt.

15. NUMBER OF NOMINATIONS

An elector shall nominate himself/herself for election against maximum of one vacancy in the relevant category.

S.No	Category	No of seats
01	Associate Professors,	02
02	Assistant Professors,	02
03	Lecturers	01

16. INVALIDATION OF NOMINATIONS

If a proposer/elector/candidate has provided misleading/false/fake information on the nomination papers, his/her nomination shall be declared invalid.

17. SCRUTINY OF NOMINATIONS

- I. The Registrar or his nominee and the Controller of Examinations shall scrutinize the nomination papers submitted by all candidates, and issue the list of all the valid nominees (candidates) in alphabetical order, as qualified for elections, on the next day following the nomination day, along with the names as shown in the nomination papers. The rejection of a

nomination paper shall not result the invalidation of the nomination of a candidate under any other valid nomination paper. A proposer/elector/candidate may appeal, in black and white, against his/her invalidation within 48 hours of the declaration of invalidation. The committee for scrutiny of nominations, along with one of the nominated polling agent of the elector/candidate shall consider and process the appeal and declare its verdict within the next 48 hours of submission of appeal against invalidation.

- II. In case the number of candidates is equal or less than the number of vacancies of any authority/ committee to be filled, the Registrar shall declare all the candidates elected.

18. WITHDRAWAL OF CANDIDATURE

- I. Any candidate, who is not declared elected, may withdraw his/ her candidature within the office hours of the withdrawal day and once withdrawn the candidature the said candidate shall not be allowed to cancel his/ her withdrawal.
- II. In case the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Registrar shall declare all the candidates elected.
- III. In case all number of candidates, who have not withdrawn, is equal to the number of teachers on the electoral rolls, the Returning Officer shall declare the results through drawing lot, in the presence of all Polling Officers.

19. POLLING OFFICERS TO ASSIST RETURNING OFFICER

The Returning Officer shall appoint Principal Officers/ Administrative Officers from within university or affiliated colleges as Polling Officers to collaborate with the Registrar in the conduct of election, supervision of polling and counting of votes at the polling stations if so required and none of these be a candidate in the election.

20. BALLOT PAPERS

- I. The ballot paper of each vacancy of elections, must contain the names of candidates in alphabetical the order with their titles and their recognizable pictures.
- II. The Registrar shall make sure that Ballot Papers in requisite number, for each vacancy of elections, are made available to the designated polling officers at polling stations of different campuses of the university at least one day before the day of polling.

21. PRESENCE OF CANDIDATE OR POLLING AGENT

- I. A candidate may nominate two University employees as polling agents, one of which may be present during the voting time and at the time of counting of votes. Both of the nominated Polling Agents cannot be present during the voting time, and at the time of counting of votes, simultaneously.
- II. A candidate cannot nominate himself/herself as his/her Polling Agent, nor can be present during the voting time and counting of votes, and leave after casting his/her own vote.

22. VOTING PROCEDURE

- I. On the day of polling and during the time of voting a voter shall provide his/ her service card as his/her identity to the polling officer, in the presence of the Polling Agent, and shall receive the ballot paper from polling officer at the time of voting on the polling day.
- II. The voter shall cast vote with a specially designed stamp in the space provided on the ballot paper for the said purpose, against the name of the candidate to whom he/she intends to vote.
- III. The voting shall be by secret ballot and voter will put his/ her dully filled ballot paper in one of the transparent and locked boxes placed in the polling place for the said purpose. The ballot box shall first be verified by the Polling Officers and Polling Agents that the box is completely empty, and transparent, and properly sealed.
- IV. No ballot paper shall be issued by the polling officer or received for casting vote after the expiry of the time notified for the purpose.
- V. In case a ballot paper has inadvertently been damaged by the voter in such a manner that it cannot properly be used then after handing over the spoiled ballot paper to the Polling Officer, may obtain another ballot paper if so permitted by the Polling Officer. In such case the counter-foil of the spoiled ballot paper shall be marked as cancelled and the alternate supplied together with its counter-foil shall be marked as duplicate.
- VI. A candidate can not engage himself/herself in campaign for voting during the day of voting, and inside the Polling Station. Moreover, the candidates can not engage themselves in the following kinds of behavior, practicing which shall render the candidature of the candidate invalid, and unfit for contesting the elections, which shall be decided by the Returning Officer along with the Polling Officers:
 - a. Blackmailing any or all of the electors to vote for the candidate
 - b. Engaging in abusive language towards the opposing candidates, their Polling Agents, and/or any of the Polling Staff and electors or threatening any of them.
 - c. Creating hurdles and impediments in the election process, including casting of votes, counting of votes, compilation of results, or declaration/publication of results.
 - d. Carrying of arms and/or drugs inside the Polling Station.
- VII. In case of a candidature being invalidated because of violating the above mentioned code of conduct, the candidate may appeal against the decision, by appealing in writing to the Returning Office, who shall decide the matter along with the Polling Officers and Polling Agents.
- VIII. If elections of two persons are being held at the same time for both the seats of the membership to the Syndicate, there shall be two Ballot Papers, and two Polling Boxes, one for each vacancy, and the electors shall cast two votes, each in the respective Polling Box. Similarly for the election of three persons for the membership to the Syndicate at the same time, there shall be three Ballot Papers and three Ballot Boxes, one for each vacancy, and the electors shall cast three votes, each in the respective Ballot Box.
- IX. In case of an elector being unable to participate in the election physically, s/he may cast his/her vote through official email to the Returning Officer, copying any or all of the Polling Officers as well. The elector casting his/her vote through official email, may copy the email to the Polling Agent of the candidate s/he is voting in favor of, if s/he may desire. For casting vote through official email, the elector must first write to the Returning Officer, keeping in loop all the Polling Officers, for names of all candidates against all vacancies

announced. The Returning Officer shall provide the names of all candidates against all vacancies announced, at least two days before the conduction of voting, and the elector shall submit his/her vote through official email, not later than 12 hours of the closing time of voting day.

23. SCRUTINY OF BALLOT PAPERS

1. After the expiry of the notified time for the closing of the poll, the Polling Staff (Polling Officers) shall open the ballot box in the presence of the Polling Agents of all candidates. The Polling Officer shall examine each ballot paper and may reject any invalid Ballot Paper.
2. A ballot paper shall be invalid if:
 - a. it does not bear any official mark;
 - b. it has been left blank/without marking with the specially designed stamp by the voter;
 - c. it bears any identifying mark;
 - d. there is any name, word or sign upon it by which the person voting may be identified;
 - e. the vote has been casted in favor of more candidates than the number of persons to be elected;
 - f. the vote has not been casted in the prescribed manner;
 - g. there is any tempering/ defacement creating a doubt that there has been an attempt to alter or erase the mark of voting; or
 - h. there is any uncertainty about the identity of the candidate in whose favor the vote has been casted.

24. COUNTING OF VOTES AND FINALIZATION OF RESULTS

1. After the scrutiny of ballot papers, the Polling Officer shall proceed towards counting the valid ballot papers in the presence of the polling agents and write down the total number of valid votes casted in favor of each candidate for all such committees for which the election is being conducted;
- II. After completing the counting of valid votes, casted in favor of each candidate for all such committee of University for which elections are being held, the Polling Officer(s) shall write down total number of valid votes casted in favor of each candidate, on the relevant result sheet, and shall obtain the signatures of the Polling Agents, on the relevant result sheet, and will himself/ herself also sign all the result sheets and will send the scan copy of Result Sheet(s) to the Returning immediately after completion of counting and will submit the original sheet by hand together with all the record of elections;
- IV. The Returning Officer, on receiving the results, shall compile the cumulative result sheet of all such committees of University for which elections are being held. While calculating the number of votes obtained by each candidate the calculations will be done in numbers. In case of equality of number of valid votes between two or more than two candidates, the Registrar shall finalize the results on the basis of drawing lots in the presence of the concerned Polling Agents. Election turnover must be one third for each category.

25. DECLARATION AND PUBLICATION OF THE RESULT OF THE ELECTION

- a. After finalization of result, the Registrar shall declare/ announce the result of all the categories of candidates for all the committees for which the election was held.
- b. A copy of the list having election results shall be circulated as well as posted on the website of the University, as soon as possible but not later than three working days of the elections.

26. ELECTION PETITION

- I. The election of any candidate can only be challenged by means of an election petition, which shall clearly mention the nature of the objection and should be submitted to the Registrar within three days of the declaration of the election result. The Registrar shall be responsible for placing all the petitions received within due time before the 3 members' committee constituted for the said purpose,
- II. The said petition(s), if any, shall be decided by a 3 members Committee, constituted by the Registrar for the said purpose.
- III. The decision of the said Committee will be taken within a week time by majority of votes and shall be final.

27. PUBLICATION OF ELECTION RESULTS

The names of the successful candidates elected during the elections shall be published by the Registrar.

28. PRESERVATION OF ELECTION PAPERS

The Registrar shall keep all the papers relevant to the election in safe custody for a maximum period of three months from the date of the election and shall then cause them to be destroyed.

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The End of Statutes