



# St. Xavier's College Jaipur

Affiliated to University of Rajasthan, Jaipur  
Accredited with A Grade by NAAC (First Cycle, 2025)  
An ISO 14001:2015 Certified Institution

## STUDENTS' COUNCIL



### Guidelines for Students' Council Presidential Voting Session: 2026-27

Please follow the guidelines below while conducting the Students' Council Presidential Voting from 12:00 Noon onwards on 31 August 2026

- **Class Mentors or the person assigned/in-charge of election duty** are requested to collect the election folders from the **Vice Principal's (Student Affairs & Discipline) Office at 8:30 a.m.**
- Class Mentors or the person assigned/in-charge of election duty must **sign on the issue and submission sheet** while collecting and depositing the folders.
- Only students who have paid their fees will be eligible to vote. Students must carry their Identity Card/Badge and Fee Receipt for verification.
- Regular classes will continue as usual till the 11:15 a.m. bell.
- At 11:15 a.m., the Presidential candidates will assemble in the North Quadrangle and address the students for 3 minutes each. Students may gather in the overlooking balconies to witness the candidates' addresses.
- The names of all Presidential candidates should be written on the classroom board before the voting begins.
- Students will proceed to their respective classrooms, and the voting process will commence from 12:00 noon onwards.
- Each student will be called to the Class Mentor's desk to receive the ballot, cast the vote, fold the ballot, and place it in the designated folder.
- Each student is entitled to cast only one vote.
- Class Mentors or the person assigned/in-charge of election duty are requested to take geotagged photographs of the voting process.
- After all students have left the classroom, the **Class Mentor/Duty In-charge is requested to count the votes carefully and systematically.**
- The **number of votes secured by each candidate should be recorded in the designated counting sheet provided in the election folder, against the respective candidate's name.**
- After counting, please **segregate the ballot papers candidate-wise and tie each candidate's ballot papers separately with a rubber band.** The four separate bundles should be placed inside the election folder.
- Please ensure that the **total number of votes recorded candidate-wise in the counting sheet matches the total number of students marked present on the attendance/voter list.** Kindly cross-check the figures carefully before submission.
- Please keep the **election folder intact** and ensure that the ballot papers and documents belonging to different classes/departments are not mixed.
- Finally, the **complete election folder, along with the candidate-wise ballot paper bundles and voter/attendance list, should be deposited in the Vice Principal's (Student Affairs & Discipline) room and handed over against the signature of the Class Mentor/Duty In-charge.**

For any queries or confusion, please contact Students' Council Coordinators.

Principal

St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

*"To create men and women for others"*

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