

**STUDENTS COUNCIL ELECTION 2026-27****Roles and Responsibilities of Election Officials**

The roles and responsibilities of the officials appointed for the conduct of the Students Council Election are outlined below. The structure and hierarchy to be followed are provided herein. Detailed responsibilities and operational guidelines are included in the respective sections for reference and compliance.

<b>POST</b>	<b>RESPONSIBILITIES</b>
<b>RETURNING OFFICERS</b>	<ul style="list-style-type: none"><li>a) Overall supervision, direction, and control of the election process</li><li>b) Ensure free, fair, and transparent conduct of elections</li><li>c) Approve polling schedule, booth arrangements, and procedures</li><li>d) Monitor polling across all locations</li><li>e) Address complaints, disputes, and violations</li><li>f) Authorize compilation and declaration of results</li></ul>
<b>PRESIDING OFFICER (PROCEDURAL)</b>	<ul style="list-style-type: none"><li>a) Oversee all non-technical aspects of polling</li><li>b) Ensure uniform implementation of procedures across booths</li><li>c) Maintain discipline and order at polling locations</li><li>d) Handle procedural escalations</li><li>e) Coordinate with Returning Officers</li></ul>
<b>PRESIDING OFFICER (TECHNICAL)</b>	<ul style="list-style-type: none"><li>a) Oversee all technical aspects of the election process</li><li>b) Ensure proper functioning of systems and infrastructure</li><li>c) Supervise technical teams across booths</li><li>d) Handle technical escalations and system issues</li><li>e) Coordinate with Returning Officers</li></ul>
<b>SECURITY OFFICER</b>	<ul style="list-style-type: none"><li>a) Oversee overall security arrangements at polling venues</li><li>b) Deploy and manage security personnel effectively</li><li>c) Ensure proper crowd control and maintain discipline at polling locations</li><li>d) Prevent unauthorized access and handle security breaches</li><li>e) Coordinate with Returning Officer for maintaining order</li></ul>
<b>POLLING OFFICERS (PROCEDURAL)</b>	<ul style="list-style-type: none"><li>a) Verify voter identity using Institute ID</li><li>b) Validate voter list and maintain records</li><li>c) Regulate voter flow and maintain discipline</li><li>d) Prevent duplicate or unauthorized voting</li><li>e) Assist in smooth polling operations</li></ul>
<b>POLLING OFFICERS (TECHNICAL)</b>	<ul style="list-style-type: none"><li>a) Manage and monitor the online voting system</li><li>b) Assist voters with login and voting process</li><li>c) Troubleshoot basic technical issues</li><li>d) Ensure uninterrupted system functioning</li><li>e) Report technical issues to Presiding Officers</li></ul>
<b>BOOTH OFFICERS (PROCEDURAL)</b>	<ul style="list-style-type: none"><li>a) Assist in voter verification and basic documentation checks</li><li>b) Support Procedural Polling Officers in maintaining records</li><li>c) Help regulate queues and manage voter flow at booths</li><li>d) Ensure orderly conduct within the booth premises</li><li>e) Perform general assistance tasks for smooth booth operations</li></ul>



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<b>POST</b>	<b>RESPONSIBILITIES</b>
<b>BOOTH OFFICERS (TECHNICAL)</b>	a) Assist Technical Polling Officers in booth-level operations b) Support voters in resolving minor technical issues c) Ensure smooth functioning of devices and systems within assigned booth d) Report on unresolved technical issues to Technical Polling Officers e) Maintain readiness of backup systems and basic troubleshooting tools
<b>TASK FORCE (STUDENT BODY)</b>	a) Act as a neutral bridge between the election body and students b) Set up and manage helpline/help desks for voter assistance c) Address student queries and provide election-related guidance d) Assist in drafting and circulation of official communication and notices



Election Committee Hierarchy

