

UNIVERSITY OF CALICUT
(ELECTION SECTION)

No. 181150/ELECTION-ASST-1/2018/Admn

Dated, 24.08.2023

ACADEMIC COUNCIL ELECTION 2023
PREPARATION OF ELECTORAL ROLL AS PER SECTION 25 AND 26 OF THE
CUFS, 1975

INSTRUCTIONS TO ENTER THE DETAILS IN THE ONLINE LINK FOR ACADEMIC COUNCIL
ELECTION

The instructions to be followed when entering the details in the online link (<http://14.139.185.3/election/index.php>) for academic council election as follows (The login id and password will be the same as use for admission purpose):

1. Name of the Teacher whose appointment has been approved by the University/Directorate of Collegiate Education, their Designation, Faculty, Subject of study and Department should be entered . If any teacher be *in charge of Principal* of the college, note that matter in the remarks column. The Date of Joining, the Order number of approval of University/ Directorate of Collegiate Education, Date of approval by the University/DCE and Date of Retirement should also be entered. Details about teachers on Deputation/FIP/Long Leave should also be specified in the remarks.
 2. Name of the Students who are receiving instructions for full time post graduate courses as per the admission register of the college/department of the University, semester/year, Subject and Faculty should be entered. The date of admission as per admission register, period of study, Date of completion of programme as per academic calendar should also be entered in the prescribed columns.
 3. Electoral roll for election to the Academic Council by teachers belonging to each subject shall be prepared Department-wise, college-wise and subject-wise basis. Hence, details of teachers of a subject of study need to be entered together. Electoral roll for election to the Academic Council by Full Time Post Graduate Students shall be prepared faculty wise. Therefore, details of the students of each subject of study under the faculty should be entered together.
 4. In the case of first semester students, date of completion of course as per academic calendar can be entered as 31.07.2025.
 5. The details of the teachers/ full time post graduate students should be entered in the prescribed columns in the portal on or before 15.09.2023.
 6. After completing all entries of a College/Department, press "Finalise" button and download the pdf using "Download pdf" button. The print out of the details entered should be duly attested by the Principal of the Colleges/HOD, University Department and the duly attested copy of the details entered should reach Election Section of the University on or before 20.09.2023.
5. If any queries, Kindly contact on 0494 2407131.




Dr. Satheesh.E.K

Registrar