



श्री वेंकटेश्वर महाविद्यालय
SRI VENKATESWARA COLLEGE
(दिल्ली विश्वविद्यालय)
UNIVERSITY OF DELHI



Ref No : SVC/AO/2026/P/122

16th September, 2026

प्रो. वज्जला रवि
प्राचार्य एवम् चुनाव अधिकारी
Prof. Vajala Ravi
Principal & Election Officer

DUSU & SVC STUDENTS' UNION ELECTIONS 2026-2027
ELECTION DUTY CHART
(Non-Teaching Staff)

Date of Election	18 th September, 2026 (Friday)
Voting Timing	08:30 AM to 01:00 PM
Counting of Votes	02:00 PM onwards
Reporting Time	08:00 AM

The Staff Members are requested to be present in their respective Booths by 8:00 AM sharp. Entry be made from College Main Gate with proper Identity Card issued by the College and for those coming from South Campus side, the last entry should not be later than 7:30 AM, as Police would barricade the entry from that side:-

Control Room : Prof Om Prakash, Returning Officer

Mr Pawan Kumar Pandey, Mr Madan Lal Gautam, Mr M.L.N. Murty, Mr Naveen Chaudhary, Mr Kumar Ashish, Mr K. Madhusudhan and Mr Arun Sharma.

GENERAL SUPERVISION

Mr Pawan Kumar Pandey, Mr Madan Lal Gautam, Mr M.L.N. Murty, Mr Rajiv Goel, Mr Sudesh Kumar, Mr Mohit, Mr U.R.R. Narendra, Mr Arun Sharma, Ms P. Padmawathi, Mr Shyam Bahadur Thapa, Mr B. Ram Kumar, Mr K. Madhusudhan and Mr Suresh Kumar.

AT THE LOBBY AND MAIN GATE

Mr M. Satyanarayana, Mr K. Mohd Rafi, Mr Reji Joseph, Mr Sonu, Tarsem, Mr. Neeraj Kumar Sharma, Mr Mohit Kumar. and Mr Rinku.

ENTRY POINT :: (DR V. KRISHNA MOORTHY BLOCK :: MAIN GATE)

Mr Anil Kumar, Mr P. Narasimha Rao, Mr Anish Kumar, Mr Mrigesh Kumar, Mr K. Ch Adinarayana, Mr Vijay Prakash, and Mr Rakesh Singh.

EXIT POINT :: (DR V. KRISHNA MOORTHY BLOCK)

Mr S.K. Tiwari, Mr Ashok Kumar Pandey, Mr Ram Niwas, Mr Vishal Bhardwaj Mr Sachin (Chemistry) and Mr Ravish.

Booth I: (Botany Laboratory, Dr V. Krishna Moorthy Block, Ground Floor)

Courses: B.A. (H) Economics/English/Hindi/History/Political Science/Sanskrit/Sociology (Part I/II/III/IV) and all the students admitted under PwBD categories.

Staff on Duty :- Ms N. Uma Devi, Ms Roma Tiwari, Mr.Ashish Giri, Ms. Kummari Manimala, Mr. Ashish Kumar; and Mr Yogender

Prof Om Prakash
Returning Officer
Sri Venkateswara College Students' Union

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Prof Vajala Ravi
Principal
Election Officer

प्राचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

COLLEGE STUDENTS UNION & DUSU ELECTIONS 2026-2027
(ELECTION DUTY CHART FOR NON-TEACHING STAFF)

Booth II: (Chemistry Laboratory, Dr V. Krishna Moorthy Block, Ground Floor)

Courses: B.A. (Programme)/B.Sc. (H) Biological Sciences/B.Sc. Life Sciences (Programme)/B.Sc. (H) Statistics (Part I/II/III/IV)

Staff on Duty:- Mr Dharmendra Kumar Mahto, Mr B. Ram Kumar, Ms S. Padma Sundari, Ms Ekta, and Mr Lalit.

Booth III: (Zoology Laboratory, Dr V. Krishna Moorthy Block, First Floor)

Courses: B.Com./B.Com (H) (Part I/II/III/IV) / M.A. English/History/Sanskrit/M.Sc. Chemistry/Mathematics/Physics/Statistics (Part I/II) / PG Diploma Molecular and Biochemical Technology (Part-I)

Staff on Duty :- Mr Anshul, Mr Sanjeev Kumar, Ms A. Jayamma, Ms Nidhi Gulia, and Ms Shilpi.

Booth IV: (Electronics Laboratory, Dr V. Krishna Moorthy Block, Second Floor)

Courses: B.Sc (H) Mathematics/Biochemistry/Botany/Chemistry/Electronics/Physics/Zoology (Part I/II/III/IV)

Staff on Duty :- Mr Rajiv Goel, Ms Sandhya Salunia, Ms T. V. Padmavati, Ms. Payal Kumari and Ms Nasreen Ansari.

Mr Kumar Ashish, Mr Arun Sharma and Mr Pankaj Bhati will assist to Section Officer (Administration) and will verify whether the student concerned (in the absence of College Identity Card/Original Fee Payment Receipt) is a bonafide student of the college, enabling them to cast their votes for DUSU/Sri Venkateswara College Students Union Elections, if otherwise eligible.

Further, Mr Vikas Motla, Ms P. Sarda and Mr Manoj Kumar (Accounts) will assist to Section Officer (Accounts) and will verify whether the student concerned (in the absence of College Identity Card/Original Fee Payment Receipt) has paid the Admission Fee in a time bound manner. Please note that the **Electoral College for elections to Delhi University Students' Union will consist of all students admitted to various courses of study in the College within the stipulated period for 1st, 2nd, 3rd and 4th year students** enabling them to cast their votes for DUSU/Sri Venkateswara College Students Union Elections, if otherwise eligible.

The following employees will exclusively attend to the Booths-in-Charges as mentioned below:-

- | | | | |
|----|------------|----|--|
| 1. | Booth No.1 | :: | Mr Narender Thapa and Mr Jatin(Chemistry). |
| 2. | Booth No.2 | :: | Mr Nikhil Kumar and Mr Venkata Nagaraju. |
| 3. | Booth No.3 | :: | Mr Uday Singh Saini and Mr Manish Mehra. |
| 4. | Booth No.4 | :: | Mr. M.Venkatapathi Rao and Ms Neetu. |

Mr Sachin Sharma, Laboratory Attendant, Department of Zoology will assist Prof. Om Prakash, Returning Officer, from 8:00 AM till the Election is over.

Mr. K. Madhusudhan (Booth-1), Mr. U.R.R. Narendra (Booth-2), Mr. Narendra Thapa (Booth-3), and Mr. Asim Ali (Booth-4) are hereby designated and shall remain available at their respective polling booths for undertaking videography during the casting of vote by the first voter, as per requirements.

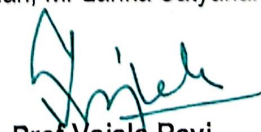
NEAR LIBRARY :: POINT FOR DIRECTION

Mr K. Vasantha Rao, Mr Anendar Kumar Manjhi, Mr T.Srinivasa Rao, Mr. Tarun Mohan, Mr Lanka Satyanarayana and Mr. Baljeet.



Prof Om Prakash
Returning Officer
Sri Venkateswara College Students' Union

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Prof Vajala Ravi
Principal
Election Officer

प्राचार्य
Principal

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COLLEGE STUDENTS UNION & DUSU ELECTIONS 2026-2027
(ELECTION DUTY CHART FOR NON-TEACHING STAFF)

COUNTING DUTIES

Venue: Room No 57, Dr V. Krishna Moorthy Block, Ground Floor.
Timing: 2:00 PM Onwards (All Staff Members assigned Counting Duties must report at the Venue at 01:30 PM)

Mr M.Venkateswara Rao, Mr Shitla Prasad Kashyap, Mr Om Prakash, Mr. Vinod Kumar, Mr. Rajesh Indwar, Mr Anil Singh Negi, Mr Anil Kumar (Botany), Mr Sandeep Luehera, and Mr Jagmohan.

REFRESHMENTS

Mr M.Venkateswara Rao, Mr Sudesh Kumar, Mr Shitla Prasad Kashyap, Mr Anendar Kumar Manjhi and Mr Anil Singh Negi.

All persons working through Security Agency are required to report Mr U.R.R. Narendra, Caretaker, at 7:00 AM Sharp, on 18th September, 2025 for allotment of work. The following Staff Members will assist the Principal/Returning Officer in preparation of ballot boxes distribution to the Booth Centres :-

Mr K. Madhusudhan, Mr U.R.R. Narendra, Ms Alisa Rebecca Minj, Mr Manish Mehra, Mr J. Lokesh, Ms Vishnu and Mr Daya Ram.

Further, Mr Ranbir and other Sulabh Staff will assist Mr U.R.R. Narendra, Caretaker to keep the Polling Booths and Corridors etc clean and ready for arrangements on 17th September, 2026 at 1:30 PM and on 18th September, 2026 at 7:30 AM during Election Period in the College:-

Sealing of Ballot Boxes in the Principal's Room at 8:00 AM sharp and in the respective Booths after the Polling at 1:05 PM on 18th September, 2025:-

Mr Uday Singh Saini, Mr Manish Mehra, Mr Daya Ram and Mr Asim Ali.

DUSU BALLOT BOXES

Mr S. K. Tiwari, Mr Anil Kumar and Mr Chetan Beniwal will assist in delivering the sealed ballot boxes to the University.

NOTE :-

1. All other Members of the Non-Teaching Staff whose names do not appear in the above list, will report for duty at 8:00 AM sharp on 18th September, 2026 i.e. on the Polling Day in the Principal's Room.
2. Lunch will be arranged for all Staff Members at 1:15 pm in the Canteen area.

ACTIVE CO-OPERATION OF ONE AND ALL IS HIGHLY SOLICITED.


Prof Om Prakash
Returning Officer
Sri Venkateswara College Students' Union


Prof Vajala Ravi
Principal
Election Officer

Principal
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Copy forwarded for information and necessary action to the Teacher-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Principal's office, Wardens (Hostels), Librarian, Dealing Assistants/Hands (Accounts, Administration & Establishment), College Website; and File.


प्रशासनिक अधिकारी
Administrative Officer
श्री वेङ्कटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21