

## **RULES FOR BY-ELECTIONS OF SECRETARY AAN OFFICE NUTECH**

1. By-Elections of Secretary AAN Office NUTECH are being held in **June 2025**, to be elected for a period of one & a half (1.5) year:

2. **By-Election Schedule**

- |    |                               |                              |
|----|-------------------------------|------------------------------|
| a. | Issuance of Final Voters List | - May 22, 2025               |
| b. | Posting of Nomination Form    | - May 22, 2025               |
| c. | Call for Nominations          | - May 22-30, 2025 (09 days)  |
| d. | Scrutiny of Nominations       | - June 02-03, 2025 (02 days) |
| e. | Campaign                      | - June 04-13, 2025 (10 days) |
| f. | Voting Days                   | - June 16-17, 2025           |
| g. | Result Announcement           | - June 18, 2025              |
| h. | Appeal(s) if any & Decision   | - June 19, 2025              |
| i. | Official Notification         | - June 20, 2025              |

3. **Eligibility**

- a. All alumni are eligible to contest.
- b. Candidates must be registered alumni and should have completed their degree program at the University before April 30, 2024.
- c. Candidate must be residing in Pakistan and in case of shifting abroad, the position will be declared vacant by the Alumni By-Election Committee & elections would be held again.
- d. **Individual must be the resident of Islamabad / Rawalpindi and shall sit for minimum 2 hours during office hours at NUTECH, for at least two days in a week and act on behalf of the association & resolve issues faced by the alumni.**
- e. All candidates contesting for this position will attach a Commitment Letter duly signed by the contestant, who will submit along with his nomination papers.

4. **Submission of Nominations:**

- a. **Self-Nomination:** Candidates can nominate themselves and must submit the following documents:
  - (1) **If employed:** An employment certificate from the employer stating their permanent residency in Pakistan.
  - (2) **If unemployed:** A certificate from the nominee's father/guardian parents stating their permanent residency in Pakistan.
  - (3) If admitted in MS/ PhD program inside Pakistan, then certificate from university is required.
- b. **Peer Nomination:** Nominations can also be made by a fellow alumnus. Only one peer nominee is allowed, who must submit the same documentation (as delineated above) after acquiring it from nominee.

- c. **Endorsement Requirement:** In case of self-nomination, the nomination must be endorsed or seconded by another alumnus. In case of peer nomination, nominee consent must be endorsed on the nomination form.
- d. **Nomination Form Contents:** Following information is included in the Nomination Form:
  - (1) NUTECH Registration Number
  - (2) Full name
  - (3) Graduation year
  - (4) Degree program
  - (5) A statement of intent (maximum 300 words)
  - (6) A recent passport-size photograph
  - (7) Contact information
  - (8) Endorsed / nominated by \_\_\_\_\_ (complete details)
  - (9) Employment Certificate (if employed)
  - (10) Father/Guardian Residency Certificate (if unemployed)
  - (11) University Certificate (if MS/PhD student)
  - (12) Details of contesting panel (if any)
- e. Candidate must complete the nomination form available on NUTECH website by following these steps:
  - (1) Visit the NUTECH Main Website ([www.nutech.edu.pk](http://www.nutech.edu.pk)), Form will be visible on the main/home page.
  - (2) A popup will appear in the website header labeled "AAN Nomination Form".
  - (3) Click on it and submit the nomination for the desired post.

## 5. **Campaign Process**

### a. **Campaign Guidelines**

- (1) Each candidate is allowed to use the Alumni Association website and social media platforms for campaigning
- (2) Campaigning must adhere to respectful communication and professionalism
- (3) Candidates must not engage in negative campaigning or harassment.

### b. **Campaign Materials**

- (1) Candidates may share their biography, goals and campaign message through designated sections on the Alumni Association website.
- (2) All campaign materials must be submitted for approval by the By-Election Committee before publication.

### c. **Q&A Sessions (Optional)**

- (1) The Alumni Association will host virtual Q&A sessions where candidates can interact with alumni voters.
- (2) Details about the sessions will be announced via email and social media.

## 6. **Voting Process**

### a. **Voting Platform**

- (1) ODOO NIMS-CMS (Student Portal)

b. **Voting Period**

- (1) Voting will be open for 03 days

c. **How to Vote:** Following are the steps for casting vote.

- (1) Click on list Option  
(2) Click on feedback then click on QA Feedback  
(3) Click on Alumni By-Election Tab  
(4) Cast vote for Suitable candidate

d. **Privacy**

- (1) Every Alumni has its own NUTECH ID and password CNIC (with dashes). It is the responsibility of each alumnus to maintain the security of his account. A confirmation in this regard will be furnished by each alumnus to President AAN who will then submit a consolidated confirmation to Registrar office prior to voting.

7. **By-Election Monitoring**

a. **By-Election Committee**

- (1) NUTECH By-Election Committee will oversee the by-election process

b. **Monitoring**

- (1) The By-Election Committee will monitor the nominations, campaigning and voting processes to ensure compliance with the rules

8. **Result and Appeals**

a. **Results Announcement**

- (1) Results will be announced via email and posted on the Alumni Association website the next day after voting ends

b. **Appeals Process**

- (1) Candidate or voters may submit an appeal regarding any irregularities or violations of the election rules within 24 hours of the result announcement  
(2) Appeals must be submitted in writing to the By-Election Committee, who will review and respond within one week

9. **Prohibitions**

- a. Any form of misinformation aimed at damaging the reputation or chances of a competitor is strictly prohibited.  
b. Voters must not be influenced by outside parties in ways that compromise their free will or voting integrity. This includes tactics such as using emotional or psychological manipulation to sway votes.  
c. Candidates and their supporters must not engage in the dissemination of false, misleading or defamatory information about their opponents or their platforms.  
d. No candidate, campaign team or supporter shall offer or promise any monetary or material inducement to influence a voter's decision.  
e. All candidates to avoid any kind of forgery or fake documentation during by-election process. Strict action will be taken against individual found with forged or fake documents.  
f. No official university personnel shall be utilized to influence or assist in any campaign activities.

- g. Personal attacks, harassment, or any form of discriminatory behavior toward fellow candidates, alumni or voters is strictly prohibited.
- h. Candidates must agree to abide by all decisions and guidelines issued by the By-Election Committee.