



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/13-1(1)/Circ/26/618

29th June, 2026

CIRCULAR

Subject: **Procedure for Counting of Votes, Compilation, and Publication of Election Results – 2026**

The following procedure for the counting of votes, compilation of election results, determination of vote percentages, and declaration/publication of the results is hereby circulated for information and compliance by all concerned in connection with the Elections of University Teachers – 2026 of COMSATS University Islamabad (CUI):

Procedure for Counting of Votes:

Before the commencement of polling and immediately after completion of the polling process, the inspection and locking of empty ballot boxes, and subsequently the opening of ballot boxes and counting of votes, shall be carried out at each Polling Station in accordance with the following procedure:

- (a) The ballot boxes relating to different statutory bodies shall be dealt with one by one in the following order:
 - Senate
 - Syndicate
 - Academic Council
 - Representation Committee for Appointments to the Senate, CUI
- (b) Each ballot box shall be inspected, locked before commencement of polling, and opened after completion of polling in the presence of the authorized Polling Agents available at that time. It shall be the responsibility of every candidate contesting the election to ensure the presence of his/her authorized Polling Agent(s) at the commencement of polling, during the polling process, and at the time of opening of ballot boxes and counting of votes relating to the respective statutory body and faculty category.
- (c) During the counting process, the authorized Polling Agents of the concerned candidates may remain present to observe the proceedings and ensure transparency. The Polling Officer shall:
 - i. Open the respective ballot box in the presence of the available authorized Polling Agents;
 - ii. Examine each ballot paper and determine its validity in accordance with the prescribed election guidelines;
 - iii. Reject any ballot paper found to be invalid; and
 - iv. Prepare the Result Sheet showing the number of valid votes secured by each candidate.

- (d) The Result Sheet for each statutory body and category shall be signed by the Polling Officer and the Polling Agents present at the time of counting.

Procedure for Compilation and Determination of Percentage of Election Results:

- (a) Immediately after completion of the counting process, each Polling Officer shall transmit scanned copies of the duly signed Result Sheets to the Registrar, CUI/Returning Officer.
- (b) The Registrar, CUI/ Returning Officer on receiving the results from all the concerned Campuses shall compile the cumulative result sheet of all categories of University teachers and for all statutory bodies of COMSATS University Islamabad (CUI) for which elections are held.
- (c) The percentage of votes secured by each candidate shall be determined by dividing the number of votes obtained by the candidate by the total number of valid votes cast for the relevant statutory body and faculty category, multiplied by one hundred.
- (d) Where two or more candidates secure an equal number of votes, the Registrar, CUI/Returning Officer shall determine the successful candidate by drawing lots in the presence of the concerned candidates and/or their authorized Polling Agents.

Declaration and Publication of the Result:

- (a) Upon completion of the consolidation and verification process, the Registrar, CUI / Returning Officer shall formally declare the results of the elections for all statutory bodies and faculty categories.
- (b) The finalized election results shall be circulated to all concerned and uploaded on the official website of COMSATS University Islamabad as soon as practicable, but not later than three (03) working days after the conduct of the elections.



(Dr. Malik Zeeshan Ahmad)
Deputy Registrar (Management Unit)

Distribution:

- All Concerned

CC:

- Polling Officers at CUI Campuses
- SO to the Rector
- PS to the Registrar