

ACADEMIC COUNCIL ELECTION PORTAL 2026

USER GUIDE FOR PRINCIPALS, PROFESSORS AND ASSOCIATE / ASSISTANT
PROFESSORS

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TECHNOLOGY, WEST BENGAL, 2026

1. INTRODUCTION

Welcome to the Academic Council Election Portal 2026.

This portal has been developed to facilitate the nomination process for the Academic Council Election in a transparent, secure and paper-assisted manner.

Three categories of electors can participate through this portal:

1. Principals
2. Professors
3. Associate Professors /Assistant Professors

Each elector can nominate only ONE eligible candidate belonging to the respective constituency.

2. IMPORTANT INFORMATION

Before proceeding, please note:

- Each elector can nominate only one candidate.
- Online nomination alone does not constitute acceptance of nomination.
- After nomination, the proposer must download the prescribed nomination form.
- The nomination form must be signed by both:
 - Proposer
 - Proposed Candidate
- The signed form must be uploaded to the portal.
- The original hardcopy must also be submitted to the University within the prescribed deadline.
- Final scrutiny will be conducted by the University on the submitted hardcopy documents.

3. PRINCIPAL MODULE

STEP 1 : REGISTRATION

1. Open the Election Portal.
 2. Click "Principal Login".
 3. Click "New Principal Registration".
 4. Enter:
 - Principal Name
 - Registered Mobile Number
 - Registered Email Address
 5. The system will verify the information against the records submitted to the University.
 6. If the details match:
 - User ID will be generated.
 - Password will be sent to the registered email.
 7. If details do not match:
 - The system will display an error message.
 - Please use the email and mobile number already submitted to the University.
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STEP 2 : LOGIN

1. Click "Principal Login".
 2. Enter:
 - Login ID
 - Password
 3. Click Login.
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STEP 3 : FACULTY VERIFICATION AND ACCOUNT CREATION

After successful login, the Principal shall verify the faculty members of his/her institution and create login credentials for eligible electors.

1. Open the Faculty Management section.
2. Select eligible Professor(s) from the institutional faculty list.
3. Select eligible Assistant Professor(s) and Associate Professor(s) from the institutional faculty list.

4. For each selected faculty member, provide and verify:
 - Official Email Address
 - Mobile Number
5. The system will generate login credentials for the verified faculty member.
6. The login credentials will be communicated to the respective faculty member through the registered email address.
7. The faculty member can subsequently access the Election Portal using the provided credentials and participate in the nomination process of the respective constituency.

Note:

- Only verified faculty members are eligible to receive login credentials.
 - Principals should ensure that the email address and mobile number entered are correct.
 - Login credentials should be treated as confidential and should not be shared with unauthorized persons.
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STEP 4 : NOMINATION

1. Open Nomination Module.
2. View the list of eligible Principal candidates.
3. Select one candidate.
4. Click "Submit Nomination".

Once submitted:

- Further nomination will not be allowed.
 - The nominated candidate becomes unavailable for others.
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STEP 5 : DOWNLOAD NOMINATION FORM

1. Click "Download Blank Nomination Form".
 2. Print the form.
 3. Fill-up the form
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STEP 6 : SIGNATURES

Obtain signatures from:

- Proposer (Principal)
- Proposed Candidate

STEP 7 : UPLOAD SIGNED FORM

1. Scan the signed nomination form.
2. Save as PDF.
3. Upload the PDF through:
"Upload Signed Nomination Form"

STEP 8 : HARDCOPY SUBMISSION

Submit the signed original hardcopy to the University before the last date.

4. PROFESSOR MODULE

STEP 1 : LOGIN

1. Open Professor Login.
2. Enter Login ID and Password provided by the Principal.
3. Click Login.

STEP 2 : NOMINATION

1. Open Professor Nomination Module.
2. View the list of eligible Professor candidates.
3. Select one candidate.
4. Click "Submit Nomination".

Only one nomination is permitted.

STEP 3 : DOWNLOAD FORM

1. Download the blank nomination form.
2. Print the form.

3. Fill-up the form

STEP 4 : SIGNATURES

Obtain signatures from:

- Proposer (Professor)
 - Proposed Professor
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STEP 5 : UPLOAD FORM

1. Scan the signed form.
 2. Save as PDF.
 3. Upload the PDF through the portal.
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STEP 6 : HARDCOPY SUBMISSION

Submit the signed original nomination form to the University.

5. ASSISTANT / ASSOCIATE PROFESSOR MODULE

STEP 1 : LOGIN

1. Open Faculty Login.
 2. Enter Login ID and Password provided by the Principal.
 3. Click Login.
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STEP 2 : NOMINATION

1. Open Faculty Nomination Module.
2. View the list of eligible Assistant/Associate Professor candidates.
3. Select one candidate.
4. Click "Submit Nomination".

Only one nomination is permitted.

STEP 3 : DOWNLOAD FORM

1. Download the blank nomination form.
 2. Print the form.
 3. Fill-up the form
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STEP 4 : SIGNATURES

Obtain signatures from:

- Proposer
 - Proposed Candidate
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STEP 5 : UPLOAD FORM

1. Scan the signed form.
 2. Save as PDF.
 3. Upload the PDF through the portal.
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STEP 6 : HARDCOPY SUBMISSION

Submit the signed original nomination form to the University.

6. CHANGE PASSWORD

All users may change their password after login.

Procedure:

1. Open Dashboard.
2. Click "Change Password".
3. Enter:
 - Current Password
 - New Password
 - Confirm Password
4. Click "Update Password".

7. HELP & SUPPORT

For technical difficulties:

Contact:

Technology Cell (email to pritimoy.sanyal@makautwb.ac.in)

Maulana Abul Kalam Azad University of Technology, West Bengal

Please keep your:

- Login ID
- Name
- Institution Name
- Mobile Number

ready while reporting any issue.

8. DECLARATION

Use of this portal implies acceptance of the election guidelines and schedule notified by the Returning Officer.

The Returning Officer reserves the right to verify, scrutinize, accept or reject any nomination as per the applicable election rules.
