

No. III/AFSTI/ELEC/2025

17/10/2025

## **NOTICE FOR ANNUAL GENERAL BODY MEETING (AGBM)-2025 AND ONLINE ELECTIONS FOR VARIOUS OFFICES OF AFST(I) FOR 2026**

The Annual General Body Meeting (AGBM)-2025 of the Association will be held on 19<sup>th</sup> December 2025 at 18.00 hrs in Golden Jubilee Hall, NIFTEM-Thanjavur.

**Online Election Nominations:** Online nominations (from 20<sup>th</sup> October 2025 at 10.30 am) are invited from AFST(I) members for the following offices of the Association, to be filed and uploaded online on or before 03<sup>rd</sup> November 2025 by 05.30 pm. All nominations should be proposed and seconded by a minimum of 10 members and accepted by the nominee (as per clause 3.8.5 of the Constitution).

Each online nomination shall accompany relevant bio-data not exceeding 400 words (in the format provided at **Annexure - 6** and a passport (PP) size photograph as per the requirement on the online election portal. The candidate desirous of contesting for an elective office shall explicitly agree to serve the association and also declare their intent to serve apart from their understanding of the responsibilities associated with the positions they are contesting for **Annexure 7**.

**1. PRESIDENT-DESIGNATE:** To assume charge as President in 2027. This Office will be elected by all eligible voters of AFST(I).

During 2025-26 Online Elections, the online nomination for the office of President-Designate will be accepted from members other than those of **Longowal Chapter** (as per Clause 3.8.1 of the Constitution).

**2. VICE-PRESIDENTS:** From all the online nominations received from the Chapters (not more than one from a specific Chapter), four Vice-Presidents will be elected by all eligible voters of AFST(I). The elected Vice-Presidents (four Nos) assume charge as Vice-Presidents (Chapter) in 2026.

Upload all the required supporting documents. Signed LEC minutes of the Chapter are mandatory for Nomination to Vice-President from the respective Chapter.

**3. VICE-PRESIDENT (HQ):** Will be elected from the online nominations received from the eligible AFST(I) members resident at HQ (as per clause 3.8.3 of the Constitution). All eligible voters of AFST(I) from HQ are only eligible to vote. The elected Vice-President (HQ) assume charge as Vice-President (HQ) in 2026.

**4. HONORARY JOINT SECRETARY:** Will be elected by all eligible voters of AFST(I) (Online nomination invited from HQ members only)\*. The elected Hon. Jt. Secretary to assume charge as Hon. Secretary in 2027.

**5. HONORARY TREASURER:** Will be elected by all eligible voters of AFST(I) (Online nomination invited from HQ members only)\*. The elected Hon. Treasurer to assume charge as Hon. Treasurer in 2026.

**The Members who are eligible to vote are: AFST(I) Fellows, Life Members, Full Members, and Corporate members.**

**HQ: AFST(I) Head Quarters, Mysore.**

The Guidelines given should be followed strictly.

\*As per the Rule 3.8.4 of the Constitution:

## Calendar of Events for Online Election - 2025

Online Nomination Start on	20 <sup>th</sup> October, 2025	by 10.30 AM
Last date for receipt of online Nomination	03 <sup>rd</sup> November, 2025	by 05.30 PM
Last date for withdrawal of online Nomination	06 <sup>th</sup> November, 2025	by 05.30 PM
Online Portal will be opened for voting on	10 <sup>th</sup> November, 2025	at 10.30 AM
Online Voting Portal will be closed by	08 <sup>th</sup> December, 2025	at 05.30 PM
Intimation details of representative of the candidate to be present during counting to ERO	9 <sup>th</sup> December 2025	by 05.30 PM
Counting at HQ & Issuance of certificate by ERO to winning candidate(s)	10 <sup>th</sup> December, 2025	at 11.30 AM
Formal Declaration of Elected Candidate(s) on the day of AGBM	19 <sup>th</sup> December 2025	

### Agenda for AGBM

1. Welcome address.
2. Minutes of the last AGBM.
3. Secretary's report (annual reports from Headquarters & Chapters).
4. Treasurer's report & audited statement of accounts.
5. Amendments to the Constitution, if any.
6. Appointment of Auditor & fixing the remuneration.
7. Announcement of election results.
8. Induction of President-Designate as President and Joint Secretary as Secretary.
9. Any other matter with the permission of the Chair.

Sd/-  
**Basavaraja Mundalamani**  
**Hon. Secretary**

### **Rules from the Constitution:**

**3.8.1 President and President-Designate:** The President shall have a one-year term of Office. The President-Designate shall be chosen at a previous AGBM about one year prior to taking over as President. The President and the President-Designate shall not be from the same Chapter or Headquarters. In pursuance of the above, the CEC shall invite nominations from the members of Headquarters and each LEC shall invite nominations from their respective Chapter members. AFST (I) member, who is not attached to a specific chapter for any reason shall be deemed to be the member of the Chapter nearest to his/her place of address, as registered in the Association and this will be decided by the CEC.

All nominations shall have the consent of the candidate and supported by at least 10 members of good standing. It should include his/her bio-data not exceeding 400 words supplied by the candidate & a Passport size photo.

**3.8.2** All the nominations and bio-data thus received will be scrutinized by the returning officer and list of valid nominations sent to every person nominated. The candidates will be requested to indicate in writing whether they wish to be considered, or to withdraw. The returning officer shall then circulate the nominations information to all AFST(I) members eligible to vote for election by online voting system. The President-Designate elected as a result of this will be announced at the next AGBM.

**3.8.3 Vice-Presidents:** Four Vice-Presidents will be chosen from among all the representatives nominated; one from each Chapter by online voting from all AFST(I) members eligible to vote. One Vice President (HQ) will be elected by online voting from among eligible AFST(I) HQ members resident at Headquarters.

All Online nominations shall have the consent of the candidate and supported by at least 10 members of good standing (Life members).

**3.8.4 Honorary Joint Secretary and Honorary Treasurer:** The CEC shall take steps to invite online nominations for the offices of Honorary Jt. Secretary and Honorary Treasurer from among the Headquarters members residing in Mysore Metropolitan area. The Honorary Jt. Secretary will take over as Honorary Secretary in the next AGBM.

All online nominations shall have the consent of the candidates and supported by at least 10 members of good standing.

**3.8.5 Election Process:** At least 60 days before the date fixed for AGBM, the CEC shall take steps to invite nominations for all the posts in online elections portal and also the same in pdf format by e-mail for the members information.

**Contestants for the position(s) shall have Minimum Experience / Credentials as an AFST(I) Member:**

**3.8.5 (a)** To contest for the position of **President Designate-HQ**, the interested candidate(s) should be a life member of good standing for **10 years** with an equal amount of professional experience in the field of food science & technology and allied fields.

**3.8.5 (b)** To contest for the position of **Vice president HQ**, the interested candidate(s) should be a life member of good standing (from HQ area) for **5 years** with an equal amount of professional experience in the field of food science & technology and allied fields. Eligible members from **HQ only will vote**.

**3.8.5 (c)** Similarly, to contest for the position of **Vice President (Chapters)**, the candidate(s) should be a life member of good standing for **5 years** with an equal amount of professional experience in the field of food science & technology and allied fields.

**3.8.5 (d)** To contest for the position of **Honorary Joint Secretary**, the candidate should be a life member of good standing for **5 years** with an equal amount of professional experience in the field of food science & technology and allied fields.

**3.8.5 (e)** To contest for the position of **Honorary Treasurer**, the candidate should have been a life member of good standing for **3 years** with an equal amount of professional experience in the field of food science & technology and allied fields.

**3.8.6** No member shall file Nomination for more than one Office.

## **Online-Election: Guidelines (Rules & Regulations)**

### **Who can participate in the online election?**

- Life Members, Full Members, AFSTI Fellows, Corporate Members,
- To be eligible for participation in election, all dues must be cleared, and there must be no record of disciplinary action or served notices or any unresolved issues with the association.

### **Who cannot participate in the online election?**

- i. Members who have not registered their mobile phone number and Email ID with AFST(I).
- ii. Members who have registered only their mobile phone number with AFST(I).
- iii. Members who have registered only their email ID with AFST(I).
- iv. Members who have not updated their email ID and mobile phone number with AFST(I).
- v. Student and Affiliate members are not eligible.

## **Filing Nomination:**

- Login to the online-voting dashboard using regular AFST(I) Members login credentials (Email & password).
- Go to the Apply nomination menu in the sidebar.
- AFST(I) Members, if they do not know the login details, may visit [www.afsti.org](http://www.afsti.org), or [www.afsti.org/evoting/userlogin](http://www.afsti.org/evoting/userlogin) or click on Member Login, then click on **Reset Password** and generate the new password.
- **Member login & Reset Password will work only using the Email ID and Mobile Phone No. registered with AFST(I).**
- First select the Office that you want to apply for.
- Fill up the form carefully to apply Nomination. Fields that are marked with “ \* ” are mandatory
- Upload your recent passport-size photograph (required to put up on the online ballot).
- Upload your Bio-data in PDF which should not exceed 400 words (One page of A4 size in single line spacing) in the format provided at **Annexure - 6** and a passport (PP) size photograph as per the requirement on the online election portal. The candidate desirous of contesting for an elective office shall explicitly agree to serve the association and also declare their intent to serve apart from their responsibilities associated with the positions they are contesting (**Annexure 7**).

Note: Uploading the incorrect Bio-data is liable to the forfeiture of the candidature.

- Upload supporting documents for Nomination to Vice President (VP) from Chapter (**copy of Signed LEC minutes of respective Chapter is mandatory**). The invalid upload/s will lead to the forfeiture of the candidature.
- Send online Endorsement requests to members. Minimum endorsement requests should be equal to or more than ten eligible members.
- A Contestant is not allowed to endorse other candidates contesting for the same Office.
- A member cannot contest for the same Office for which they have endorsed a candidate.
- In the case of the Office of Vice Presidents from Chapters, the system will not allow a member to contest from a Chapter if they have endorsed another candidate from the same Chapter. However, a candidate from one Chapter can endorse a candidate contesting from another Chapter.
- You can withdraw your nominations by clicking on “**Withdraw Nomination**” button on or before the last date for withdrawal in Apply nomination/Status menu
- You can view your Endorsement status in the Apply nomination/Status menu after Nomination. You can view your other Endorsement request in Endorsement Requests from other members Tab. You can check the Nomination status in the Apply nomination/Status menu
- Make use of the Endorsement status in Apply nomination/Status menu and Endorsement Requests from other members menu for the following purposes:
  1. For members to know about the requests made to them for endorsement
  2. For a candidate to check the status of the endorsements
- Members may endorse one candidate each for the posts of President Designate; Joint Secretary; Hon. Treasurer and Vice-President (HQ). For the post of Vice President (Chapters) members may endorse up to 4 candidates.

### **Display of Valid Nominations & Withdrawal of Nomination**

- After the scrutiny of nomination papers is complete, a list of valid nominated candidates for each position shall be promptly published.
- The list shall be displayed in prominent and accessible locations, both physically (association office, notice boards) and electronically (e.g., association website, member portal).
- A specific timeframe (e.g., a few days) shall be designated for candidates to withdraw their nominations. This period should be clearly communicated to all candidates and members.
- Candidates wishing to withdraw your nominations can do so by clicking on “Withdraw Nomination” button on or before the last date for withdrawal in Apply nomination/Status menu.
- Withdrawal of nomination is considered irrevocable. Once a candidate has withdrawn, they cannot reinstate their nomination.
- The election committee should acknowledge the receipt of the withdrawal letter/email to the candidate. After the withdrawal deadline, a final list of candidates will be published again, reflecting any withdrawals. This final list will be used for the election.
- Provide contact information to the ERO and / or the Honorary Secretary of AFST(I) for any questions or clarifications regarding the display of nominations or the withdrawal process.

### **How to Vote:**

- Login to Online-Voting dashboard using regular AFST(I) Member login credentials (Email & Password).
- You can only vote during the voting period (Please refer to Election Notice).
- To Cast Vote, click on the **Vote Here** menu in the sidebar.
- You can read the Bio-data of all the **contestants** contesting for various offices.
- Once you read about contestants, you can proceed to vote by clicking **Proceed to vote button** at the bottom of the page.
- Now you will be redirected to an OTP confirmation page.
- Click the OTP button, and you will get the OTP on your **Registered mobile number only**. The OTP will be valid for 8 minutes only. OTP should not be shared with any other user. **OTP will be sent to email ID ONLY in case the member is out of country and is inaccessible to the Registered Mobile number SMS**, provided, he/she sends a request one day early to the Election Officer on [afstielection@gmail.com](mailto:afstielection@gmail.com) requesting the OTP to be sent on Registered email id.
- **Remember, you will have to complete the OTP verification and voting process within 8 minutes after your OTP generation, and the session will expire after 8 minutes. After the expiry of the session, you will have to re-generate the OTP for voting.**
- **Total Three attempts for generating OTP are provided per day, incase on that day 3 OTP are attempted and voting process is not completed. The process of voting will be blocked after three attempts. Fresh OTP could be generated after 24 hours within the dates of the voting period. This option is not applicable on the last day of the voting.**
- After confirming the OTP, you will be redirected to an e-voting section.
- OTP login is to authenticate the user and to avoid malpractice.

- Now you can vote for the contestants of different Offices.
- **Refer to the note on every office tab to check how many votes are to be cast for each Office.**
- Click on Submit Vote, and it will take you to the confirmation page.
- You can change the submitted votes on the confirmation page, if you want to change the options.
- If you agree with the selected votes, you can confirm your vote.
- An E-voting Success message appears on the redirected page, and you have completed the voting process.

## **Powers & Functions of Appeals Committee (AC)**

- The Appeals Committee (AC) will only give its ruling only on the validity of the ruling by the ERO. It shall not seek any evidence on its own by any of the complainant (candidate or member). However, the AC can seek all the evidences provided to the ERO either from the office or from the complainant. No new evidences than those earlier submitted shall be considered by the AC.
- The AC will also look into any complaints (as in format **Annexure (5)**) by the candidates about the validity of any other candidates, on which the ERO has given a ruling.
- The AC will also consider any appeal, against the ruling by the ERO on the complaints / violation of MCC by the candidates.
- The decision of the AC shall be final and binding.

## **Model Code of Conduct (MCC)**

- The model code of conduct (MCC) will come into effect from the date elections are announced by the ERO and will remain in effect till the voting concludes.
- The ERO shall decide on the severity of the violation based on the evidence on hand. The ERO shall hand-out the penal provisions from among (a) advisory/warning, (b) disqualification from the current election and (c) disqualification from future elections. Such an action by the ERO shall be carried out after due consultation and consent of CEC.
- Being a scientific association and to ensure fairness and equal opportunity, chapter or group endorsements and organized canvassing for individual candidate(s) shall be construed as violation of MCC.

## **Do's & Dont's of AFST(I) Online Election**

- Following are the do's and dont's to be strictly adhered to during the election process for a fair election. The MCC will cover any or all of the following:
  - (a) Candidates shall not make any kind of remarks or posters, etc, or pass resolutions that affect the reputation of the Association or about other contestants during their campaign while seeking votes.
  - (b) Chapters/ Office bearers of AFST(I) shall not pass any resolution and circulate the same in support of any candidates (i) closer to the dates before announcement of elections, (ii) after announcement of elections, (iii) after endorsing the nomination of candidate(s), (iv) after filing of the Nomination by candidate(s) and announcement of final list of candidates contesting various positions of the office bearers.
  - (c) Contesting candidates shall generally restrict themselves to the bio-data provided by them at the time filing nomination and as accepted by the ERO, when contacting the voters. Members / candidates may report/raise a complaint only with the ERO in writing (format of which is provided at **Annexure-(3)**, if any contestant and/or

members have been found involved in misconduct or anything that has come to their knowledge like improper publication of election pamphlets, posters or misleading information in deviation from the biodata approved after scrutinizing the application/nomination papers.

- (d) No member(s) and/or candidate(s) shall seek votes by threat, intimidation, coercion, mis-treatment, abuse, payment of gifts/money, deliver or promise of delivery of articles of value or money, potential lure by offering programs related to AFST(I) / membership of committees or related activities, if declared as winner, and/or using the positional power as a means.
- The primary decision on the complaints filed against violation of MCC will be dealt by the ERO and the appeal against the decision of ERO can be filed with the AC. The decision of the AC shall be final in cases of violation of MCC.
- Any instance of violation of MCC as decided by the ERO or AC, as the case may be, shall lead to disqualification of the candidature in the election and also may result in such member losing the primary membership of the association under the conduct unbecoming of a member, after duly intimating the credentials committee.
- **Canvassing by the Candidate: Once the final list of Nominations is announced by the Returning Officer, the candidate should follow the following guidelines:**
  - To be restricted to the stipulated period
  - Should not be disturbing in any way for the members whom you approach.
  - The contact email list of eligible voters should be strictly restricted to election purposes only. In case, if it is used for any other purpose, if found in the future, AFST(I) HQ will take strict legal action.

**Member Login for ONLINE-VOTING WEBSITE LINK:**

<https://www.afsti.org/evoting/userlogin> or <https://www.afsti.org/login>

**NOTE:**

- 1) Member login will work only on the Email ID and Mobile Phone No. registered with the AFST(I) office.
- 2) AFST(I) Members, if they do not know the login details, may visit [www.afsti.org](http://www.afsti.org), click on **Member Login** then click on **Reset Password** and generate the new password. And also visit **E-Voting web portal** [www.afsti.org/evoting/userlogin](https://www.afsti.org/evoting/userlogin) and click on **Reset Password** and generate the new password.

**Member login & Reset Password will work only using the Email ID and Mobile Phone No. registered with AFST(I).**

For any genuine & relevant queries regarding Online Election / Voting, please contact  
[afstielection@gmail.com](mailto:afstielection@gmail.com)

**ASSOCIATION OF FOOD SCIENTISTS & TECHNOLOGISTS – INDIA [AFST(I)]****CSIR-CFTRI Campus, Mysuru – 570 020 Karnataka, India**

e-mail : afstielection@gmail.com

Phone number : +91 821 2515557

**COMPLAINT ON VIOLATION OF MODEL CODE OF CONDUCT (MCC)**

1.	Name of the complainant	
2.	Status of the complainant	Member* (Annual / Life) of AFST(I)  Candidate for the position of .....  (strike out whichever is not applicable) (Please quote membership number)
3.	Brief about the issue & item of MCC which is violated by the Candidate	
4.	Evidence, if any	

**Place :****(Name & Signature of the Complainant)****Date :****FOR USE OF ERO**

1.	Date on which the complaint received	
2.	Date for personal hearing, if required	
3.	Date on which explanation was sought from the candidate against whom complaint is received	
4.	Decision based on the evidence and hearing (Please record with reasons)	

**(Name & Signature of the Returning Officer)**

**ASSOCIATION OF FOOD SCIENTISTS & TECHNOLOGISTS – INDIA [AFST(I)]**

**CSIR-CFTRI Campus, Mysuru – 570 020 Karnataka, India**

e-mail : afstielection@gmail.com

Phone number : +91 821 2515557

**APPEAL AGAINST ERO'S DECISION**

1.	Name of the person appealing	
2.	Decision on the complainant with reasons as provided by the ERO	
3.	Grounds on which the appeal is made	

**Place :**

**(Name & Signature of the Candidate)**

**Date :**

**FOR USE OF APPEALS COMMITTEE**

1.	Date on which the appeal is received	
2.	Date for personal hearing, if required	
3.	Decision based on the evidence available on record (Please record with reasons)	

**Place :**

**(Name & Signatures of the Appeals Committee)**

**Date :**

**Annexure:6**

**ASSOCIATION OF FOOD SCIENTISTS & TECHNOLOGISTS – INDIA [AFST(I)]**

**CSIR-CFTRI Campus, Mysuru – 570 020 Karnataka, India**

e-mail : afstielection@gmail.com

Phone number : +91 821 2515557

**FORMAT FOR SUBMISSION OF BIODATA FOR NOMINATION**

1.	Name of the Member	
2.	Membership number	
3.	Office bearer position contesting for	President-Designate / Vice President (HQ) / Joint Secretary / Treasurer / Vice-President (Chapters)
4.	(a) Permanent Address	
	(b) Postal Address	
	(c) e-mail & Mobile number	
5. Short bio-data for uploading on the election portal ( <b>Not Exceeding 400 Words</b> )		

I declare that the information provided above are true to the best of my knowledge. If anything is found in-correct, I may be actioned upon as per the bye-laws of AFST(I)

**Place :**

**(Name & Signature of the Candidate)**

**Date :**

**ASSOCIATION OF FOOD SCIENTISTS & TECHNOLOGISTS – INDIA [AFST(I)]**  
**CSIR-CFTRI Campus, Mysuru – 570 020 Karnataka, India**

e-mail : afstielection@gmail.com

Phone number : +91 821 2515557

**DECLARATION BY THE CANDIDATE CONTESTING IN ELECTION**

**Name :**

**Purpose :** **Contesting for** \_\_\_\_\_ (name of post contesting for)

**[A] DECLARATION CONCERNING COMMITMENT**

I hereby undertake to make all reasonable efforts to adhere to the bye-laws of the association and serve the association in the capacity (name of the office contesting for) and to act independently and in the interest of the objectives, rules & regulations of the Association & in accordance with the bye-laws, without being influenced by any external influence.

**[B] DECLARATION CONCERNING CONFIDENTIALITY**

I hereby declare that I am aware of my obligation to respect confidentiality. I know that I am obliged not to divulge INFORMATION@ acquired from the AFST(I) office bearers or AFST(I) office as a result of my role as, if and when elected, and I hereby undertake not to divulge any such confidential information. I shall also respect the confidential nature of the documents related to members or office bearers.

(@ : INFORMATION means any and all such information discussed and disclosed in the documents/proceedings - of any form whether oral/visual/written/digital – either published or unpublished excluding information available in public domain)

**[C] DECLARATION CONCERNING MODEL CODE OF CONDUCT & INFORMATION PROVIDED**

- (a) I hereby declare that all the information provided in the nomination paper are true to the best of my knowledge and I shall abide by any decision of the Election Returning Officer (ERO), if any information is found false/misleading/incomplete.
- (b) I shall abide by all the model code of conduct as applicable to the AFST(I) elections and any instructions/directions of the Election Returning Officer from time to time during the election.
- (c) I also declare that I am fully aware of the responsibilities associated with the position I am contesting for and have read & understood all the relevant regulations/bye-laws concerning the functions of CEC & office bearers.
- (d) I declare that the information provided above are true to the best of my knowledge. If anything is found in-correct, I may be actioned upon as per the bye-laws of AFST(I)

Above declarations done at \_\_\_\_\_ on day \_\_\_\_\_ of \_\_\_\_\_.

**Place :**

**(Name & Signature of the Candidate)**

**Date :**

## BOOK POST



If undelivered, please return to:  
ASSOCIATION OF FOOD SCIENTISTS &  
TECHNOLOGISTS (INDIA)  
CSIR-CFTRI campus  
Mysuru-570 020 || Phone: +91 0821 2515557  
Email: [afstielection@gmail.com](mailto:afstielection@gmail.com)  
Web: [www.afsti.org](http://www.afsti.org)