

## Student Council

The council serves an essential function in negotiating and protecting the rights of students, including academic freedom, freedom of expression, and equitable treatment. It guarantees that students have a role in influencing university policies. The Manipal University Jaipur Students' Council also provides a forum for students to voice their concerns and seek assistance. They offer guidance on academic, financial, and personal issues. Additionally, the Manipal University Jaipur Students' Council is frequently tasked with organizing a variety of social, cultural, and educational events. These initiatives contribute to the development of community spirit, foster friendships, and enrich the overall university experience. The council actively champions diversity and inclusivity by hosting events that celebrate different cultures and promote discussions on social issues, thereby cultivating a vibrant and inclusive campus atmosphere. Furthermore, the Manipal University Jaipur Students' Council allocates resources and extends support to student-led clubs and societies, encouraging students to engage in their passions, whether in sports, the arts, academics, or community service. It also offers leadership opportunities, allowing students to gain valuable experience through participation in the council's activities and elections.

The Students' Council at Manipal University Jaipur is a fundamental aspect of university life, providing a unified voice for students, nurturing a sense of community, and empowering individuals. It acts as a crucial link between the student body and the university administration, ensuring that student interests and concerns are effectively addressed.



**OFFICE ORDER**

**Directorate of Students' Welfare**

Directorate of Students' Welfare, Manipal University Jaipur is pleased to appoint following students as CAMPUS AMBESSADOR of DSW with effect from Oct 12, 2023.

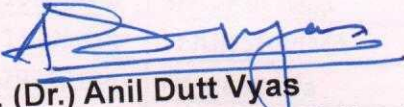
Looking forward for the active participation and support from the students.

CAMPUS AMBESSADOR DSW 2023-24				
S/No	Regd. No	Name	Program	Year
1	229310070	Aaryan Gupta	BTech hons CSE AI/ML	II
2	229301163	Devansh Mudgal	BTech	II
3	210903075	Siddhant Garg	B. Com (hons) in Accounting	III
4	229311261	Anand Ghugare	BTech CSE IOT	II
5	229309045	Rashi Makadia	BTech DSE	II
6	229209040	Saksham Agarwal	Electrical and computer engineering	II
7	219310085	Jatin Acharya	Btech in CSE(AI & ML)	III
8	229309037	Hardik Bolia	B.TECH DSE	II
9	219302408	Shivansh tyagi	Btech	III
10	211005018	YEJUR SHARMA	BSC maths hons	II
11	229310134	Navya nanda	BTech Cse(AIML)	II
12	219301234	Aditya shekhar singh	Btech cse core	III
13	219301126	Chinmey Jain	Computer science and engineering	II
14	221002021	Mayuri Rath	Bsc biotechnology	II
15	219311015	Shivang Sharma	BTech. CSE IoT	III
16	229301408	Aditya Aggarwal	BTECH CSE Core	II
17	210901362	Shubh Agarwal	BBA in Finance	III
18	229302350	Arin jain	BTech Information Technology	II
19	200501008	Chhavi Kohli	B.arch	IV
20	219311290	Piyush Raj	BTech (Hons) CSE (IOT & IS)	III
21	210903053	Devansh	B.com Hons	III
22	220901031	Vartika Mewara	Bba	II
23	229309076	Kondapaturi Ram Chandra	Data science	II
24	219311079	Devaansh Khurana	BTech Hons CSE with specialisation in IOT and IS	III
25	211101028	Divya Surana	Economic honors	III
26	219311182	Yatharth Khanna	BTECH(HONS) AI&ML	III
27	219301720	Aditya Sharma	Computer Science and Engineering	III
28	229202029	Pratyush Tak	B.tech ECE	II

29	221002032	Aishee sadhukhan	Bsc biotechnology	II
30	229311042	Jeevant Prakhar Singh	Tech CSE IOT and IS	II
31	220901111	YASH RAJESHBHAI GUPTA	BBA	II
32	229303266	Hrishita Kesarwani	B.Tech CSE AI ML (hons)	II
33	201301030	Peeyush Raj Trivedi	BALLB	IV
34	229310343	Mohammad Absar Ahmad	B.Tech CSE	II
35	219309064	Deivyansh Singh	BTech Data Science & Engineering	III
36	211002011	Anvarshu Gopal	BSc Hons. Biotechnology	III
37	209303369	Hemant Chandak	BTech: Computer and Comunication Engineering	IV
38	210901240	Shivi Soni	BBA	III
39	219302251	YASH MALL	BTech IT	III
40	210901177	Swapnil Kalyane	BBA	III
41	229301071	Lakshya Varshney	Btech	II
42	21110139	Anushka Upadhyay	BA Economics Honours- 3rd year	III
43	209402070	Sidhant Ishwar	Btech [Mechanical Engineering]	IV
44	210901188	Rohan Sinha	BBA	III
45	210903023	Hemant Sharma	B.com honours in Accounting	III
46	219301388	Madhur Dhingra	Cse core	III
47	219311107	Aadhya Dia	B.Tech	III
48	220901109	Poojan Sharma	BBA	II
49	200501002	Aastha Tomar	B.ARCH	IV
50	210901201	Divyanshu Patodia	BBA	III
51	219202051	Pankhuri Prakash	B.Tech Electronics and Communications	III
52	219301588	DHRUV KUMAR PANDEY	BTech (CSE)	III
53	219202046	Praveer Achra	B-Tech	III
54	209202086	Avneesh Sharma	Electronics and Communication Engineering	IV
55	209202151	Abhinav Prasad	Information Technology	IV
56	220901212	Munit Lila	Bachelor of business administration	II
57	219302274	Vedika Parwal	Information Technology	III
58	220901452	Yashaswini Sharma	BBA ( Bachelor's of Business Administration )	II
59	229310121	Amish	BTech CSE(AI & ML)	II
60	219303183	Vivek Bhamboo	B.tech in CCE	III
61	219311308	Aditya kansal	Btech / CSE CORE	III
62	220901323	Mohit Saini	BBA	II
63	229309223	Ryansh Arora	DSE	II
64	21090149	Parth Patni	BBA	III
65	221102003	Kamalesh	B.A.(Hons) English	II
66	219202004	Akshat Agarwal	B. tech, ECE	III
67	220701055	Saloni Sharma	MBA - Finance	II
68	219303005	Vinayak Taneja	Btech	III
69	211103063	Manasi Sudindra	BA Psychology Honours	III
70	219202049	Pukhraj Singh	BTech in Electronics and Communication Engineer	III
71	209302050	PRIYASHA SINGH	BTECH IT	IV

*D. Singh*

72	219301150	Jitendra Choudhary	Computer Science & Engineering	III
73	219302211	Kushagra Srivastava	BTech cse	III
74	220803006	Anie Vaswani	BBA in Hospitality and Tourism Operations	II
75	219205010	Shruti Sharma	B.Tech in EEE	III
76	219310111	Nikita	B tech cse(ai&ml)	III
77	219301211	ABHIJAAT PANDEY	B tech. in Computer Science & Engineering (CSE CORE)	III
78	220901129	Harshit khandelwal	BBA	II
79	211103012	Jessica Agarwal	BA(Hons-Psychology)	III
80	219310288	Shivangi Srivastava	B.Tech(Hons.) CSE AI&ML	III
81	211101035	Anubhav Manoj Purohit	Ba(hons)Economics	III
82	221103095	Shreya bhardwaj	Ba Psychology hons	II
83	219309064	Deivyansh Singh	BTech Data Science	III
84	221103075	Rubaina Nagpal	BA(HONS)PSYCHOLOGY	III
85	221103061	Harshita dadhich	BA(hons) psychology	II
86	219310064	Aditi Sharma	BTECH IN CSE(AI&ML)	III
87	219309099	Poojasri Inagala	BTech CSE(AI&ML)	III
88	211301016	Gracy Singh	BA LLB (hons.)	IV
89	201305002	Varun Pahadia	BBA.LLB 4th Year	IV
90	201305001	Vaibhav Pahadia	BBA.LLB 4th Year	IV
91	219301101	Rishi Ketan Mehta	B Tech CSE	III
92	211007024	Arundhati De	B Sc (Hons) Psychology	III

  
**Prof. (Dr.) Anil Dutt Vyas**  
 Director Students Welfare & Proctor  
 Manipal University Jaipur



**MANIPAL UNIVERSITY JAIPUR**

**STUDENT COUNCIL**

# **CONSTITUTION**

**2023**

**DIRECTORATE OF STUDENTS' WELFARE**



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**SECTION-I**  
**RULES & REGULATIONS**



## 1. GENERAL

- University must ordinarily conduct elections for the representation of students in student bodies. These elections may be conducted in the manner prescribed herein and shall be applicable to Students Council;
- Manipal University Jaipur (MUJ), since 2013 has been organizing the Student Council Elections. Now in 2018 -19 i.e. after the period of 05 years as per recommendations no. 6.1.4 and 6.1.6 (Lyngdoh committee), MUJ has decided to review the existing election model into more robust and participatory model. It is highly desirable that all Faculties of the University must follow this mechanism;
- In reference to the clause 11 'Amendment to the Constitution' of the existing Student Council of Manipal University Jaipur, Rules & Procedures, the following amendments have been proposed;
- The Student Council (SC)/ Class Representatives (CRs) body so elected shall only comprise regular students on the rolls of the University.
- The notification for the Student Council Election/CRs election will be issued by the Directorate of Students' Welfare office.

## 2. MODES OF ELECTIONS

- Student Council Elections will be **conducted Faculty-wise**.
- First, Class Representative (CR) will be elected from each faculty constituencies through secret ballot.
- The elected CRs then, will be the Electoral team for the election of office bearers, for that Faculty Student Council (FSC). The students from that faculty, who want to contest for the above posts (office bearer) have to fill-up a separate nomination form at the time of filling-up nomination forms for the election of CR.
- In case the number of students in a class is much less than the prescribed intake capacity. Students belonging to the same School/Faculty will be clubbed together by the Adviser (member of Directorate of Student Welfare) appropriately to form a constituency for CR election.
- Both the elections, i.e. for CRs and for Office bearers, will be held on the **same day**.
- **In case of Tie:** There will be a re-election immediately between the tied winners. In case of a further re-tie, the winner will be picked up randomly.

## 3. DISASSOCIATION OF STUDENT ELECTIONS AND STUDENT REPRESENTATION FROM POLITICAL PARTIES

- During the period of the elections no person/student, who is not on the rolls of the university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.





**4. FREQUENCY AND DURATION OF ELECTION PROCESS**

- The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days. It is further recommended that the elections be held on yearly basis.

**5. GENERAL ELIGIBILITY CRITERIA FOR CANDIDATES**

- Under Graduate student between age of 17 to 22 may contest elections;
- For Post Graduate student the maximum age range to legitimately contest an election shall be 24 -25 years;
- She /He should have a CGPA of 7.5 and above;
- The candidate should in no event have any academic arrears in the year of contesting the election. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher;
- The candidate shall have one opportunity to contest for the post of office bearer;
- The candidate shall not have a previous criminal record, that is to say he/she should not have been tried and /or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subjected to any disciplinary action by the University authorities; and
- The candidate must be regular, full time student of the University, the course duration being at least one year;
- In addition to the above mentioned eligibility criteria, University has liberty to draft student council post specific eligibility norms as applicable.

**6. ELECTION RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY**

- The candidate is not allowed for any inflow of funds, the candidate are specially barred from utilizing any funds/ funds from any other sources that voluntary contribution from the student body, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be being revoked.

**7. CODE OF CONDUCT FOR CANDIDATES AND ELECTIONS ADMINISTRATORS**

- No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- Criticism of other candidate, when made, shall only be confined to their policies and programmes, past record and work. Student candidate shall refrain. Candidates shall refrain from criticism of all aspects of private life;
- There shall be no appeal to caste or communal feeling for securing votes;



## MANIPAL UNIVERSITY JAIPUR (MUJ)

- All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public
- meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station;
- No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material, use of loudspeakers, vehicles and animals for the purpose of canvassing;
- No candidate shall be permitted to carry out processions or public meetings, or in any way canvass or distribute propaganda outside the university campus;
- No candidate shall, or shall his/her supporters, deface or cause any destruction to any property of the university campus, for any purpose whatsoever, without the prior written permission of the university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university property;
- During the election period the candidates with permission of the Directorate of Student Welfare may hold public meetings, provided that such meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the university;
- On the day of polling student organization and candidates shall:
  - (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - (ii) not serve or distribute any eatable, or other solid and liquid consumables, except water on polling day;
  - (iii) Not hand out any propaganda on the polling day.
- Except voters, no one without a valid pass/letters of authority from the election administration or from the university authorities shall enter the polling booths.
- The university authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer.
- All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 1 hour of the conclusion of polling.
- Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The university authorities may also take appropriate disciplinary action against such a violator.
- In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A. “Offences Relating to Election”), may also be made applicable to student elections, if decided by the university authority.



#### **8. GRIEVANCES REDRESSAL MECHANISM:**

- There shall be a Grievances Redressal Cell with the Director, Student Welfare as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students, one boy and one girl (till the election results are declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to, breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
- All questions and discussions by the parties in dispute shall be directed to the Grievance cell. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing
- In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfill those duties.
- Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received, by either dismissing them or calling a hearing with prior information( in writing).
- The institutional head shall have appellate jurisdiction(if appeal received within twenty-four (24) hours after the adverse decision is announced) over issues of law and fact in all cases of controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- The Grievance cell may dismiss a complaint if
  - a. the complaint was not filed within the time frame prescribed above;
  - b. the complaint fails to state a cause of action for which relief may be granted; and
  - c. the complainant has not and/or likely will not suffer injury or damage.
- At the time notice of a hearing is issued, the Grievance cell, by majority vote may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity.
- All Grievance cell meetings must be open to the Students.

#### **9. MAINTAINING LAW AND ORDER ON THE CAMPUS DURING THE ELECTION PROCESS**

- Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.



## **10. MISCELLANEOUS RECOMMENDATIONS**

- Only elected CR from the Faculty is eligible for the nomination of the post Student Council office bearer;
- In the event, when student has submitted two nominations, one for CR and one for office bearer and in case he/she fails to win the CR elections, then his candidature for the office bearer would be rejected inevitably;
- In the event of the office of President is vacant (due to any reason), General Secretary would officiate his office and his role and responsibilities along with his own role and responsibilities;
- In event of any post of the office bearer falling vacant or received no nomination( either from male or female(if applicable)) due to any reason, the post will remain vacant till the present council term;
- Any office bearer who fails in the proper discharge of his/her duties can be removed from the office by the vote of no-confidence passed by two-thirds of the members of the Student council. The manner in which the votes will be taken shall be decided by the Patron.
- The office bearers shall hold office till the end of the its permitted duration( i.e. of 1 year), unless
  - (i) they cease to be members of the Council;
  - (ii) they voluntarily resign in writing addressed to the Advisor; and
  - (iii) they are removed from their offices as provided in rule above.

## **11. AMENDMENT TO THE CONSTITUTION**

- Amendment in the constitution may be made by the University, and the decision of the President/Vice-Chancellor in this regard shall be final



## **SECTION-II**

# **FACULTY-WISE STUDENT COUNCIL OF MUJ** **ROLE, RESPONSIBILITIES & PROCEDURES**



## **PREAMBLE**

Student Council is union of nominated students that works for the student and deals with, all matters related to their education and wellbeing.

## **AIMS AND OBJECTIVES**

The following will be the aims and objects of the council:

- To promote mutual contact, a democratic outlook and a spirit of oneness among the students;
- To promote the academic, social, cultural and intellectual development of the students;
- To promote among the students a sense of service to the people and society;
- To promote harmonious relations among all sections of the University Community; and
- To meet and discuss with University authorities on matters concerning common interests of the students.

## **ACTIVITIES**

The Council may organize the following activities.

- Debates, lectures, discussions, study circles, essay competitions, etc.;
- Cultural performances and contests;
- Games/sports;
- Social service and relief activities; and
- Such other activities as will further the realization of the above aims and objectives.

## **PATRON**

- The President of MUJ will be the Patron of the Council. The Patron shall take all necessary steps to ensure that the Council functions in accordance with this Constitution.



**OFFICE BEARERS**

Following are office bearer post in each Faculty Student Council as per eligibility criteria, will be as follows.

SL. NO.	POST	NUMBER OF POSTS	ELIGIBILITY CRITERIA
1.	PRESIDENT	1	THIRD YEAR(UG)/ SECOND YEAR(PG)
2.	GENERAL SECRETARY	1	SECOND YEAR( FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
3.	TREASURER	1	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
4.	CULTURAL SECRETARY(M/F)	2	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
5.	SPORTS SECRETARY(M/F)	2	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
6.	TECHNICAL SECRETARY(M/F)	2	SECOND YEAR B. TECH.
7.	JOINT CULTURAL SECRETARY(M/F)	2	SECOND YEAR B. TECH.
8.	JOINT SPORTS SECRETARY(M/F)	2	SECOND YEAR B. TECH.

**ROLES AND RESPONSIBILITIES**

**PRESIDENT**

- Represents the student body at the Faculty level;
- Presides over the meeting of student council;
- Coordinate all student council activities;
- Calls student council meetings as deemed necessary;
- Is responsible for the dissemination of the Institution policies and guidelines to the student community through the student council;
- Establishes and coordinates Faculty-wide committees necessary to serve students;
- Apprises the authorities of student needs and grievances; and
- Conducts him/herself with academic integrity and in an exemplary manner.

**GENERAL SECRETARY**

- Prepares budget for various activities for the Faculty Student Council;
- Keeps minutes of meetings;
- Initiates implementation of student council decisions;
- Handles all student council correspondence;
- Prepares annual report of all student council activities;
- Coordinates fundraising projects of the student council; and
- Conducts him/herself with academic integrity and in an exemplary manner.



**TREASURER**

- Handles all funds related to Faculty Student Council;
- Keeps accurate record of income and expenses;
- Prepare reports at each meeting on money matters; and
- Conducts him/herself with academic integrity and in an exemplary manner.

**TECHNICAL SECRETARY (1 male and 1 female)**

- Is responsible for planning and execution of Technical activities;
- Coordinates and supervises the activities of all technical clubs of the institute;
- Prepares report of all Technical activities; and
- Conducts him/herself with academic integrity and in an exemplary manner

**CULTURAL SECRETARY (1 male and 1 female)**

- Responsible for planning and execution of Revelry/Festive activities;
- Coordinates and supervises the activities of all clubs of the institute;
- Coordinates the participation of their Faculty in interuniversity cultural events;
- Prepares report of all cultural activities; and
- Conducts him/herself with academic integrity and in an exemplary manner.

**SPORTS SECRETARY (1 male and 1 female)**

- Is responsible for organizing and coordinating all activities related sports & games events of University;
- Coordinates the participation of their respective faculty in interuniversity sports & games events;
- Prepares report of all sports & games activities; and
- Conducts him & herself with academic integrity and in an exemplary manner.

**JOINT SPORTS SECRETARY (1 male and 1 Female)**

- Need to look into all the matters that involve Sports activities of their respective Faculty;
- Coordinate with the Sports Secretary in organizing Sports events of the Faculty;
- Coordinates the participation of respective faculty in interuniversity Sports events; and
- Conducts him/herself with academic integrity and in an exemplary manner

**JOINT CULTURAL SECRETARY (1 male and 1 Female)**

- Need to look into all the matters that involve cultural activities of their respective Faculty;
- Coordinate with the Cultural Secretary in organizing cultural events of the Faculty;
- Coordinates the participation of respective faculty in interuniversity cultural events; and
- Conducts him/herself with academic integrity and in an exemplary manner.





**ELECTION: SUBJECT TO THE PROVISIONS OF SECTION-1; CLAUSE 2**

- Notification for election shall be issued by the authority 10 clear days before the day of election, or as fixed by the Patron;
- The nomination papers shall be duly filled by eligible candidate in his department. The candidate should write his/her name given in the University ID. They have to show their Identity cards at the time of filing nomination, if necessary;
- A student can apply for a maximum of two posts (CR and Student Council office Bearer) for which he/she is eligible. In such cases separate applications should be submitted for the posts applied; and
- General disciplinary regulations, for the smooth conduction of the elections will be issued by the Directorate of student council separately to the respective faculty Directors & HoDs after the election date notification.

**SCRUTINY**

- A Student Council Advisory Board will scrutinize the applications received based on the parameters and announce the short listed candidates for the post;
- The decision of the Student Council Advisory Board is deemed final in the shortlisting; and
- Short listed candidates will be informed through notice board and through e-mail.

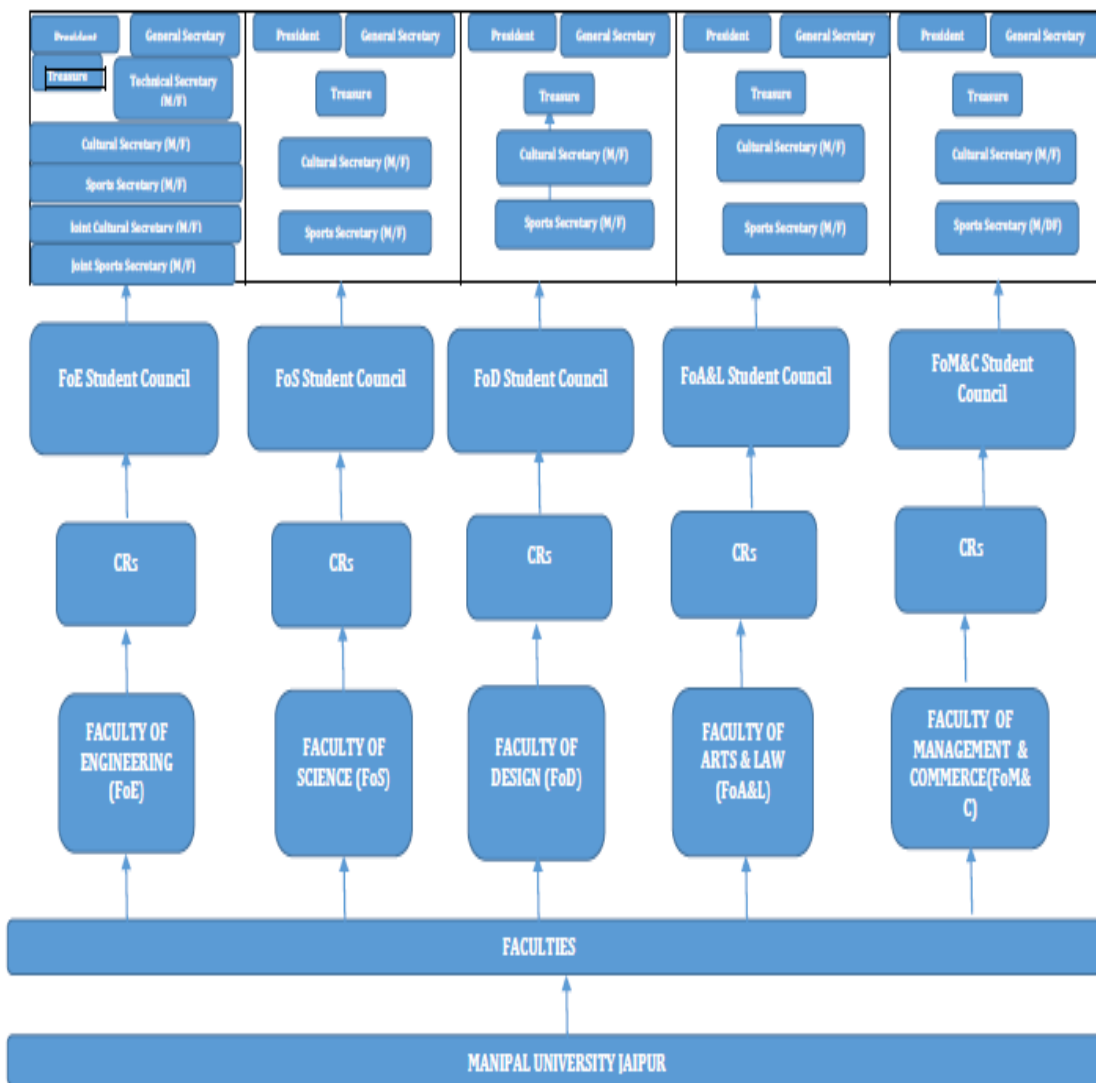
**WITHDRAWAL**

- A candidate can withdraw his/her nomination by giving written notice. Withdrawal is accepted only one day before the day of the election;
- For this purpose he/she shall give an application in writing to his class coordinator or to the office of the Directorate Student Welfare; and
- After the last date of withdrawal as per the schedule notified is over, the Directorate Student Welfare shall notify the final list of nominations in the notice boards of Directorate.



No. of office bearers:

13                      07                      07                      07                      07                      = **total-41**



**Mode of Election (Tree Representation)**



### **VOTING**

- Every eligible voter of respective Faculty has the right to vote in the elections of the Student Council;
- No member shall cast more than one vote for each office;
- Elections shall be conducted and votes recorded in such a manner and timing so managed that counting can be made on the same day and the candidates may be permitted to be present at the time of counting;
- The valid votes shall be counted by the Polling Officer, and the candidates may be permitted to be present at the time of counting;
- The candidates obtaining the largest number of votes shall be declared elected; and
- In case of any equality of votes between any two or more candidates for the same office, the issue will be determined by a re-election between the candidates securing the highest equal votes. The Polling Officer will issue a re-election notification in such an eventuality as soon as possible.

### **DECLARATION OF RESULT**

- The Directorate of Student Welfare shall notify the names and offices of the successful candidates; and
- The successful candidate shall take their respective charges in the first meeting of the Student Council with Patron within three days of the declaration of result.



**Format for Class Representative Election Notification-**

DIRECTORATE OF STUDENT WELFARE  
(Student Council Election-2023-24)

**NOTICE**

**CLASS REPRESENTATIVE ELECTION**

This is to notify the students of UG courses, PG courses that “**Class Representative**” elections for the year 2019-20 will be conducted and applications for the same are being called for.

Application forms must be forwarded through the departmental section co-coordinators and should be submitted to the respective department office on **or before** \_\_\_\_\_. The application forms are available at all the department offices.

**Eligibility**

For any student to become a class representative, in addition to the eligibility regulation mentioned in the clause 5 of section I, following are the mandatory eligibility criteria for the CR post-

1. She /He should have a **CGPA/GPA of 7.5** and above
2. She /He should **not have been expelled / suspended** by the college authorities at any time.
3. She /He should **NOT have any disciplinary action/s** taken /pending against her/him.
4. She /He should **NOT have any outstanding dues.**
5. She/he must be a student of the **regular batch.**

**Director Student Welfare**

**Copy to:** Registrar, Directors, Chief Warden, All HoDs, Department notice board.



**Format for Nomination CR**

**DIRECTORATE OF STUDENT WELFARE**

**NOMINATION FORM**  
(Student Council Election-2023-24)  
Class Representative (CR)

1. Name of the Student :
2. Gender : Male/ Female
3. Father's Name :
4. Mother's Name :
5. Registration No. :
6. Academic Program :
7. Semester :
8. Branch : Section :
9. CGPA :
10. Hostel Block No. : Room No. :  
(Specify the local address if not staying in the hostel)  
Address:
11. E-mail ID :
12. Mobile No. :

Recent Passport size  
Photo with cross  
signature on it.

**Declaration**

I hereby state that the information furnished above is true to the best of my knowledge. Further I declare that I will conduct myself to best of my ability to up hold the dignity of the post and the University.

**Signature of the Section Coordinator**

**Signature of the Candidate**

**Signature of Head of the Department**

**Note:** HoD is requested to submit the Attendance-cum-no Academic Arrears Certificate along with the nomination form.



Format of Notice – Faculty-wise Student Council Elections

DIRECTORATE OF STUDENT WELFARE  
(Formation of Faculty-wise Student Council -2023-24)

**NOTICE**

APPLICATIONS FOR THE FOLLOWING OFFICE POSTS ARE INVITED FROM UG/PG STUDENTS OF MUJ.

SL. NO.	POST	NUMBER OF POSTS	ELIGIBILITY CRITERIA
1.	PRESIDENT	1	THIRD YEAR(UG)/ SECOND YEAR(PG)
2.	GENERAL SECRETARY	1	SECOND YEAR( FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
3.	TREASURER	1	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
4.	CULTURAL SECRETARY(M/F)	2	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
5.	SPORTS SECRETARY(M/F)	2	SECOND YEAR (FOR TECH. COURSES)/PREVIOUS YEAR( FOR NON-TECH. COURSES)
6.	TECHNICAL SECRETARY(M/F)	2	SECOND YEAR B. TECH.
7.	JOINT CULTURAL SECRETARY(M/F)	2	SECOND YEAR B. TECH.
8.	JOINT SPORTS SECRETARY(M/F)	2	SECOND YEAR B. TECH.

Eligible students interested in filing their nominations may do so in the prescribed format available in the office of the Election Coordinators of the respective faculty during working hours. The respective Head of the Department is requested to endorse the application form. A Student Council Advisory Board of the respective faculty will scrutinize the applications received based on the parameters and announce the short listed candidates for the post. The decision of the Student Council Advisory Board is deemed final in the shortlisting. A student can apply for a maximum of two posts (CR and office bearer post) for which he/she is eligible. In such cases separate applications should be submitted for the office bearer post applied.

**The last date for the submission of application is \_\_\_\_\_ 2023, 5 pm.**

Date: \_\_ \_\_\_\_, 2023

Director Student Welfare

Copy to: 1. Head of the Departments (With a request to make arrangements to read the notice)  
2. Department Notice Board



Format for Nomination of Office Bearer

DIRECTORATE OF STUDENT WELFARE

NOMINATION FORM FOR OFFICE BEARER

(STUDENT COUNCIL ELECTION: 2023-24)

Recent Passport size Photo with cross signature on it.

- 1) Name of the Student :
- 2) Name of the Post :
- 3) Date of Birth :
- 4) Gender : Male/ Female
- 5) Father's Name :
- 6) Mother's Name :
- 7) Registration No. :
- 8) Academic Program :
- 9) Semester :
- 10) Branch : Section :
- 11) Hostel Block No. : Room No. :
- 12) (Local address if not staying in the hostel)

- 13) E-mail ID :
- 14) Mobile No. :
- 15) Parent's Contact Details :

16. Academic Profile

S. NO.	ACADEMIC LEVEL	PROGRAM	BRANCH	CGPA
1.	UG( )/PG( )			
2.	Any other qualifications (Specify)			

(Please attach copies of grade sheets/ Transcript)

17. Positions Held in Curricular/Extra-Curricular Activities( Prior and after Joining MUJ)

No.	Name of Association	Position	Period Served	Remarks if any



18. Academic' Achievements(Prior and after Joining MUJ)

No.	Name of Event	Achievement	Remarks if any

19. Proposed action plan of minimum 500 words in a separate sheet provided in last

**Declaration**

I hereby state that the information furnished above is true to the best of my knowledge and I understand that I will be disqualified from the post applied if any anomaly is observed. Further I declare that I will conduct myself to the best of my ability to uphold the dignity of the post and the University.

I hereby declare that I shall hold no board positions in any clubs/organizations/teams and shall resign from the same if elected to the Student Council.

**Date:**

**Candidate signature:** .....

**Recommendation of the HoD** : .....

*(Signature & Office seal)*

**Note:** HoD is requested to submit the Attendance-cum-no Academic Arrears Certificate along with the nomination form.





**PROPOSED ACTION PLAN**





## **GENERAL INFORMATION FOR CANDIDATE**

### **Criteria for Eligibility:**

In addition to the eligibility regulation mentioned in the clause 5 of section I of Student Council Constitution General Rules and Regulations, following are the mandatory eligibility criteria for the CR post-

- Should have cleared all subjects of earlier semesters and should have a CGPA of at least 7.5 at the time of nomination;
- Should neither have been suspended by the institute authorities for any offence nor should have any disciplinary action taken/pending against him/her;
- In the case of applicants for CULTURAL/ TECHNICAL/ SPORTS SECRETARY, he/she should have represented the Faculty events/ any other such activities; and
- Student should have studied for at least 1 year at MUJ.

### **Documents to be attached with Application form**

- 1) Passport size photo
  - 2) Resume
  - 3) Photocopy of grade sheets/ transcript (semesters completed till date)
  - 4) Supporting documents for the achievements mentioned in the application form.
- **A write-up of 500 words explaining proposed action plan for one year if selected.**

### **Number of Candidates short-listed( for each faculty):**

1. President – 2
2. General Secretary – 2
3. Treasurer – 2
4. Cultural Secretary – 4 ( 2 male & 2 female)
5. Technical Secretary – 4( 2 male & 2 female)
6. Sports Secretary – 4( 2 male & 2 female)
7. Joint Sports Secretary-04( 2 male & 2 female)
8. Joint Cultural Secretary-04(2 male & 2 female)

### **IMPORTANT DATES:**

- Last date for submission of application form to the office of Deputy Director (SW) -----.
- Names of short-listed candidates will be announced on the day of election (will be informed later) at 10 a.m. (List will be displayed on notice board of SW office)
- Announcement of results: same day of election, after counting the votes cast.

### **NOTE:**

- Short listed candidates will be informed through notice board and through e-mail by the respective election coordinator of the school.



**FORMATION OF STUDENT COUNCIL 2023-24**

**STUDENT COUNCIL ADVISORY BOARD FOR THE SCRUTINY OF NOMINATION FORMS: GUIDELINES FOR EVALUATION**

Sl No	Criteria	Category	Range	Marks to be awarded	Remarks		
1	Academic Excellence (Max 40)	Class 10 (Max 10)	< 80 %	6			
			80 - 90 %	8			
			>90 %	10			
		Class 12 (Max 10)	< 80 %	6			
			80 - 90 %	8			
			>90 %	10			
		At UG/PG (Max 20)	<8.5	16			
			8.5 - 9.0	18			
			>9.0	20			
2	Achievements in relevant field prior to MUJ (Leadership/ Organization skills/Honors) (Max 10)	School/Institute	District / State	National / International	Remarks		
		Activity 1	1	3			
		Activity 2	1	3			
		Activity 3	1	3			
		Activity 4	1	3			
		Activity 5	1	3			
3	Achievements in relevant field at MUJ (Leadership/ Organization skills/Honors) (Max 30)	Institute (participation/ Leadership)	MU Inter-Collegiate (participation/ leadership)	National (participation / Leadership)	International (participation/ Leadership)	Remarks	
		Activity 1	2/3	3/4	4/5	5/6	
		Activity 2	2/3	3/4	4/5	5/6	
		Activity 3	2/3	3/4	4/5	5/6	
		Activity 4	2/3	3/4	4/5	5/6	
		Activity 5	2/3	3/4	4/5	5/6	
4	Action Plan (Max 20)	Excellent	Good	Average	Poor	Remarks	
		18	16	14	12		

(Authority -01)

(Authority-02)

(Authority-03)



**Certificate for the Elected President**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2019-20)**

**PRESIDENT ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **President of the Faculty Student Council 2019-20.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected General Secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**GENERAL SACRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **General Secretary of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected Treasurer**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**TREASURER ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Treasurer of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected Technical secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**TECHNICAL SECRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Technical Secretary( ) of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected Cultural Secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**CULTURAL SECRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Cultural Secretary( ) of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time





**Certificate for the Elected Sports Secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**SPORTS SECRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Sports Secretary( ) of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Joint Sports Secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**JOINT SPORTS SECRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Joint Sports Secretary( ) of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected Joint Cultural Secretary**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**JOINT CULTURAL SECRETARY ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program..... Branch.....Class.....Section ..... has been elected **Joint Cultural Secretary( ) of the Faculty Student Council 2023-24.**

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



**Certificate for the Elected CR**

**DIRECTORATE OF STUDENT WELFARE**  
**(Student Council Election-2023-24)**

**CLASS REPRESENTATIVE ELECTION**  
**(Academic Year 2023-24)**

**CERTIFICATE**

This is to certify that Mr/Ms. .... a student of Faculty.....Program ..... Branch.....Class.....Section ..... has been elected CR from the constituency .....

His/Her electorate matrix is as follows

Name of candidate	Total No. of Casted votes	No. of Votes casted in his/her favour	No. of Votes casted against him/her	% of votes casted in his favour

Signature (in full) of Polling Officer/(s), with date and time



## **REFERENCES**

- Report of the Committee Constituted by Ministry of Human Resource Development, Government of India as per the Direction of the Hon'ble Supreme Court of India to frame Guidelines on Students' Union Elections in Colleges/Universities;
- MIT Student Council Post – 2015-16;
- MIT Student Council Post – 2016-17; and
- MIT Student Council Post – 2017-18;