



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

F. No.GGSIPU/DSW/Students'Council/2021/

Dated: 09.02.2021

ELECTION SCHEDULE
CONSTITUTING THE STUDENTS' COUNCIL FOR THE ACADEMIC YEAR 2020-21

1. Objectives of Students Council:

- ❖ To increase student involvement and University pride.
- ❖ To develop not only leadership abilities within the youth of today, but also leadership for the community, state and nation of tomorrow. In this process, it is also the objective to develop an awareness of good leadership qualities, hopefully, for a more informed, concerned and active citizenry of tomorrow.
- ❖ To develop student potential and encourage to make a well-informed, honest, interested and active citizenship.
- ❖ To improve understanding between and within groups through interaction and communications.
- ❖ To provide a viable means for student expression and an increasing amount of self-direction.
- ❖ To promote an awareness of human relations, of power structures and how one effectively operates within them. These objectives are realistically approached through increasing avenues of cooperation among the administration, faculty and students.
- ❖ To promote respect for law and order and general welfare of the school and community.
- ❖ To contribute to the educational experiences of students by providing them with a positive involvement in the school, with widened areas of responsibilities and with more direct participation in organizing and implementing activities.
- ❖ To provide a living workshop of democratic processes, through such activities as elections, participation in a constitutional representative assembly, etc.
- ❖ To encourage personal growth of leaders through participation in district, state and national meetings and organizations.
- ❖ To develop and provide opportunities for leadership and service in the local school and in the community
- ❖ To initiate, implement, and complete projects and activities which will be of help to the school, the students, the faculty, the administration, the Board of Trustees and the community.

2. This is to inform to all the students of USS that the University is in the process of constitution of Students' Council for the year 2020-21. The Council shall have the following two representational constituents:

(i) Student Representatives by Election:

- a. **01(One) from each of the University School of Studies (from amongst the academic topper)**
- b. **02(Two) from each of the University School of Studies (01 for only girl Student and 01 open for any student either boy or girl)**

(ii) Student Representatives by Nomination:

- a. **09 (Nine) Students nominated by the Directorate of Student's Welfare from amongst the applicants invited by publicly notified open applications.**

The School representatives would be elected in accordance with the rules for constitution of the Students' Council notified vide notice dated 27.01.2021.

3.

Schedule of Election:

(i) Class Representatives/School Representatives:

Activity (s)	Date of Activity (s)
Commencement of filing of nominations in prescribed format (<u>Appendix I</u>)	Monday, the 22 nd February, 2021
Last date for filing nominations	Monday, 1 st March, 2021 (1.00 p.m.)
Last date for withdrawal of nominations	Tuesday, 2 nd March, 2021 (1.00 p.m.)
Display of List of Eligible Candidates for election	Thursday, the 4 th March, 2021
Elections through ballot	Monday, the 8 th March, 2021 (1.00 p.m. to 2.00 pm.)
Declaration of results	Monday, the 8 th March, 2021

(ii) Nomination by the Directorate of Students Welfares:

Activity (s)	Date of Activity (s)
Inviting applications (to be submitted at O/o Directorate of Students Welfare)	1 st March to 10 th March, 2021 by 05:00 P.M.
Personal Interaction with the Directorate of Students Welfare	12 th March, 2021 at 02:00 P.M. at O/o Directorate of Students Welfare
Declaration of Result	15 th March, 2021

4. **Eligibility Conditions for Election of CR:**

Only those students shall be eligible for contesting/proposing for the post of CR who:

- (i) Do not have any supplementary/back in any of the subjects of any semester/year.
- (ii) Have no disciplinary enquiry or action taken and pending against them
- (iii) Have the potential to actively work for the overall development of the University
- (iv) Have not been detained from the examination for shortage of attendance

5. **Nomination by Directorate of Students Welfare:**

As per the constitution of Students' Council, 09 (Nine) students of the University Schools of Studies are to be nominated by the Directorate of Students' Welfare on the basis of their performance and organizational skills in different extra-curricular activities like, cultural events, programmes of various clubs under Srijan and participation & achievements in Sports etc. Academic performance of the students will not be the only criteria for their nomination to the Students' Council but also their records in respect of conduct/discipline and potential of contribution & zeal for participating in welfare activities will be considered at the time of recommendation for nomination.

Eligibility Conditions:

Only those students shall be eligible for nomination who:

1. Do not have any supplementary/back in any of the subjects of any semester/year.
2. Have no disciplinary enquiry or action taken and pending against them
3. Have not been detained from the examination for shortage of attendance
4. Have the potential to actively work for the overall development of the University

The students, who have been found indulging in acts of indiscipline, misconduct, ragging or any such activities, shall not be considered for nomination in Students' Council.

The students, who want to be considered for nomination in Students' Council, may submit an application in prescribed format (**Appendix II**) alongwith copy of all previous semesters' marksheets and certificates of participation in different extracurricular activities duly forwarded by the respective Dean of USS to this effect as per Schedule mentioned at 3 (ii).

It is also informed that all the students, who have submitted their application for nomination to the Students' Council 2020-21 will have to appear before the Committee for personal interaction as per schedule mentioned at 3(ii). The students are advised to bring all the original testimonial, certificates/documents based on which the nomination is sought.

6. Rules and Regulations for the election of Students' Council

- i. The elections would be conducted School wise through a School Returning Officer.
- ii. The election would be held through secret printed ballot.
- iii. The nomination form must be obtained and submitted to the respective Returning Officer of School.
- iv. The candidates are strictly required to follow the following norms:
 - ❖ No posters are allowed in the university campus.
 - ❖ No group canvassing for election is allowed in university campus.
 - ❖ No election related activities, which may interfere with academic activity/ambience, are allowed.
 - ❖ No damage to the public property.
- v. A copy of the self attested marks sheet issued by the University for all the previous years for which the candidate has appeared and passed must be attached with the nomination form without which the form would be rejected.
- vi. The candidate has to submit an undertaking stating that he/she do not have any supplementary/back in any of the subjects of any semester/year, has no disciplinary enquiry or action taken and pending against him, will work actively for the overall development of the University and has not been detained from the examination for shortage of attendance. In the absence of this undertaking, the nomination form shall be rejected.
- vii. The Returning Officer will conduct the election in the School with the help of a team of faculty/staff member nominated by the Dean.
- viii. The students must submit the nomination form, complete in all respects to the School Returning Officer by the due date.
- ix. The list of students who are eligible voters shall be displayed by the School Returning Officer in the respective School Notice Board. Any

issues/discrepancies in this regard must be taken up with the School Returning Officer and the Dean of the School.

- x. The withdrawal from the nomination must be submitted in writing to the School Returning Officer by the due date.
- xi. Any form or withdrawal submitted after the due date will not be accepted.
- xii. Incomplete nomination forms shall be summarily rejected by the School Returning Officer.
- xiii. The candidates filing nominations/proposers must be bonafide full-time students of the USS in the current academic session.
- xiv. In a given class, if the majority of the students votes for "None Found Suitable", No contestant for the said class shall be declared as elected and there shall not be any elected representation from the said class for a year of election.
- xv. The students must bring with them their ID cards issued by the University to establish their identity. In case, it is not available, a certificate of *bonafide* student issued by the Dean or its nominee may be produced. In the absence of any of these, the student will NOT be allowed to cast his ballot.
- xvi. Every candidate must have at least two proposers as indicated in the Nomination form.
- xvii. One individual can sponsor only one candidate for a post only from the same class and year i.e. a first year student of MBA can nominate only one student from first year MBA only.
- xviii. If an elected candidate incurs any grounds for ineligibility, he/she shall cease to be the elected person for the purposes of the student's council as and when such ineligibility occurs.
- xix) Any discrepancies not settled at the level of School Returning Officer must be brought to the knowledge of the Chief Election Officer.
- xx) In any election related disputes, the decision of the Director, Directorate Student's Welfare shall be final.

7. **All Deans of University School of Studies are requested to kindly take note of the following:**

- a) You are requested to extend support for conduct of the election to the School Returning Officer as appointed by the Competent Authority.
- b) Each School will send three School Representatives to the Student Council to be elected through election of CRs and School Representatives i.e. 01 from amongst the academic topper of the pre-final year of each course of the USS and 02 (01 only girl Student and 01 open for any student either boy or girl).
- c) You are requested to finalise the list of students on rolls of the School who are eligible to vote. The list may also be displayed on Notice Board.
- d) In the first stage, the election of CR is to be completed. Once the CRs are declared elected, the respective Dean of the School would hold a meeting of all the elected CRs and all toppers of the Pre-final year of each course of the School for electing a School Representative for constituting the Student Council. The result of the election of School Representatives with their Name, Enrolment No., Course, Semester & Mobile No. should be communicated to the Directorate of Students Welfare/Chief Election Officer latest by 12th March, 2021.

- e) For electing the School Representative, the following norms should be followed:
- The School Representatives should be elected through voting process of CRs.
 - In case of a tie, the election should be made by draw of lots.
- f) Reschedule the classes on 08.03.2021 to facilitate election from 1.00 p.m. to 2.00 p.m. and permit the students to cast their ballots in their respective school.
- g) You are requested to provide necessary stationary for conducting the election.
8. The detail of the Chief Election Officer & Returning Offices of respective schools is as under:

Chief Election Officer:

Prof. A. K. Saini, USMS	Chief Election Officer	Room No. DFR-202 Ph. 011-25302608 Email-aksaini1960@gmail.com
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Returning Officers:

S.No.	Name of the Returning Officer	Designation	USS
1.	Sh. Akhil Dass	Assistant Professor	USAP
2.	Dr. Sanjay Keshari Das	Assistant Professor	USEM
3.	Dr. Ram Singh Purty	Assistant Professor	USBT
4.	Sh. Sayan Chatterjee	Assistant Professor	
5.	Dr. Naresh Kumar Vats	Assistant Professor	USHSS
6.	Sh. Vinay Shankar	Assistant Professor	USMC
7.	Ms. Sweta Singh	Assistant Professor	
8.	Sh. Amit Sharma	Assistant Professor	USMS
9.	Dr. Amit Ahuja	Assistant Professor	USE
10.	Sh. Mukesh Kumar	Assistant Professor	USBAS
11.	Dr. Rakesh Kumar	Associate Professor	USLLS
12.	Dr. Vandana Singh	Assistant Professor	
13.	Shiv Ram Meena	Assistant Professor	USICT
14.	Dr. S.K Sharma	Assistant Professor	USCT
15.	Dr. Sanigdha Acharya	Associate Professor	


 (Prof. Manpreet Kaur Kang)
 Director, Directorate Students' Welfare

Copy to:

- All Deans, University Schools of Studies
- All Returning Officers
- AR to Vice Chancellor – for information of the Hon'ble Vice Chancellor
- AR to Registrar - for information of the Registrar
- All Notice Boards of the University
- In-charge, Server Room- with the request to upload this notice on the University Website under the link of the Students' Welfare.


 (Neeraj Pant)
 Section Officer (DSW)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
NOMINATION FORM FOR THE ELECTION OF CLASS REPRESENTATIVE
 (ACADEMIC YEAR 2020-21)

UNIVERSITY SCHOOL NAME: _____

Programme Name: _____ **Year (Batch):** _____

A. Candidate's Details:

Name:.....

Enrollment No:

Class Studying in:.....

Father's name:

Address:.....

.....

Mobile No. Email:.....

Do you have any supplementary/back in any of the subjects of any : Yes/No
 semester/year
 (Please enclose marksheets of all semesters of the programme)

Do you have the potential to actively work for the overall development : Yes/No
 of the University

Have you been detained from the examination for shortage of : Yes/No
 attendance

Do you have any disciplinary enquiry or action taken and pending : Yes/No
 against you

B. Proposer's Details: (Minimum 2 Proposers Required)

PROPOSER -1

Name:.....

Enrollment No.....Class Studying in:.....

Father's Name:.....

Address:.....

.....

Mobile No. Email:.....

Do you have any supplementary/back in any of the subjects of any : Yes/No
 semester/year

Do you have any disciplinary enquiry or action taken and pending : Yes/No
 against you

Have you been detained from the examination for shortage of : Yes/No
 attendance

Proposer-1 Signature:

PROPOSER - 2

Name:.....

Enrollment No.....Class Studying in:.....

Father's Name:.....

Address:.....

.....

Mobile No. Email:.....

Do you have any supplementary/back in any of the subjects of any : Yes/No
semester/year

Do you have any disciplinary enquiry or action taken and pending : Yes/No
against you

Have you been detained from the examination for shortage of : Yes/No
attendance

Proposer-2 Signature:

Declaration:

1. I hereby declare that the information given above is true and correct to the best of my knowledge. In case any information provided above is found to be incorrect, my candidature may be cancelled.
2. I have read all the rules and regulations of this election and shall abide by them in letter and spirit.
3. I undertake to conduct myself in the manner as worthy of a student and more so a candidate for representation of the students community. I shall always abide by the rules and regulation of the university and shall work for the good of the university.

(Signature of the Candidate)

Date: _____

(Incomplete nomination forms shall be summarily rejected)

Note:

1. The nomination form should be completed in all respect alongwith self attested photocopies of all previous semesters' marksheets.
2. Incomplete nomination forms shall be summarily rejected.
3. The nomination form must be submitted to the returning officer of the concerned school.
4. No late nomination shall be accepted.

(For use of Returning Officer only)

Nomination of Mr./ Ms. _____ is accepted / rejected.

(Please mention reason, if rejected

: _____)

(Signature of Returning Officer)

Place:

Date:

Time:



Directorate of Students' Welfare
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Application Form for nomination in Students' Council 2020-21

Name of Student : _____

Enrollment no _____

Name of Programme _____ Semester _____

Name of School _____

Address: _____ Mobile No. _____

Email: _____

PASTE
RECENT
PASSPORT
SIZE PHOTO
HERE

Detail of awards & achievements in any sports/co-curricular activities:

I hereby declared that


- (i) No supplementary / back paper or failed in any of the subjects of any semester/year.
- (ii) No disciplinary enquiry or action taken and pending against me.
- (iii) I have not been detained from the examination due to shortage of attendance.

Please state in a separate sheet (maximum 200 words) that why are you suitable for nomination as a member of Students' Council and enclose all previous semesters' marksheets & certificates of participation in different extracurricular activities

(Signature of Student)

Date:

Forwarded by:

 Dean, USS