

Students' Council in Manipal University Jaipur

A vibrant and active student's council' is the heartbeat of Manipal University Jaipur. Students' council in university life, focusing on its role in representing students' interests, fostering a sense of community, and promoting student empowerment. It is governed by elected student leaders, allowing it to advocate for student interests and welfare. The primary role of the students' council is to act as a powerful advocate and representative for students at all levels of the university.

A students' council serves as a collective voice for students. It advocates for their interests, needs, and concerns to the university administration, faculty, and staff. This representation is crucial in addressing issues like academic policies, campus safety, and student welfare.

The council plays a pivotal role in negotiating and safeguarding students' rights, such as academic freedom, freedom of speech, and fair treatment. It ensures that students have a say in shaping university policies. Manipal University Jaipur Students' Council also offers a platform for students to raise concerns and seek support (Annexure1 & 2). They provide guidance and assistance on academic, financial, and personal matters. Manipal University Jaipur Students' Council is often responsible for organizing a wide range of social, cultural, and educational events. These activities help build a sense of community, foster friendships, and enhance the overall university experience. Manipal University Jaipur Students' Council actively promotes diversity and inclusivity by organizing events celebrating various cultures and encouraging dialogue on social issues. This helps create a rich and inclusive campus environment. Manipal University Jaipur Students' Council allocates resources and provides support to student-led clubs and societies. This encourages students to pursue their interests, whether in sports, arts, academics, or community service. Manipal University Jaipur Students' Council provides leadership opportunities for students. By participating in the union's activities and elections, students gain valuable leadership experience.



Students' council of Manipal University Jaipur is a crucial component of university life, providing students with a collective voice, fostering a sense of community, and empowering individuals. It serves as a vital bridge between students and the university administration, ensuring that student interests and concerns are addressed. The existence of a students' council enhances the student experience and contributes to a vibrant and diverse campus culture, where students are active and engaged participants in shaping their own educational journey.



MUJ/REGR/1403/601/2022

September 21, 2022

CIRCULAR

STUDENT COUNCIL (2022-23)

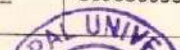
We are pleased to announce the Students' Council for Academic Year 2022-23 (Faculty-wise)

Faculty of Engineering

| S.No. | Name of the office Bearer | Gender | Registration No. | Academic Program (Semester) | Post | E-mail(official) | Mobile No. |
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Faculty of Design

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The Council will be functional from **September 17, 2022 to September 16, 2023**



RB
21/09/2022

Registrar
Manipal University Jaipur

To:

- MUJ Users
- All Students
- All notice boards

Copy to:

- Hon'ble President, through PS - for information please.
- Pro-President, through PS - for information please.



Directorate of Students' Welfare STUDENT COUNCIL 2021-22

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MANIPAL UNIVERSITY JAIPUR

STUDENT COUNCIL

CONSTITUTION

MARCH 2019

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-I; 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.

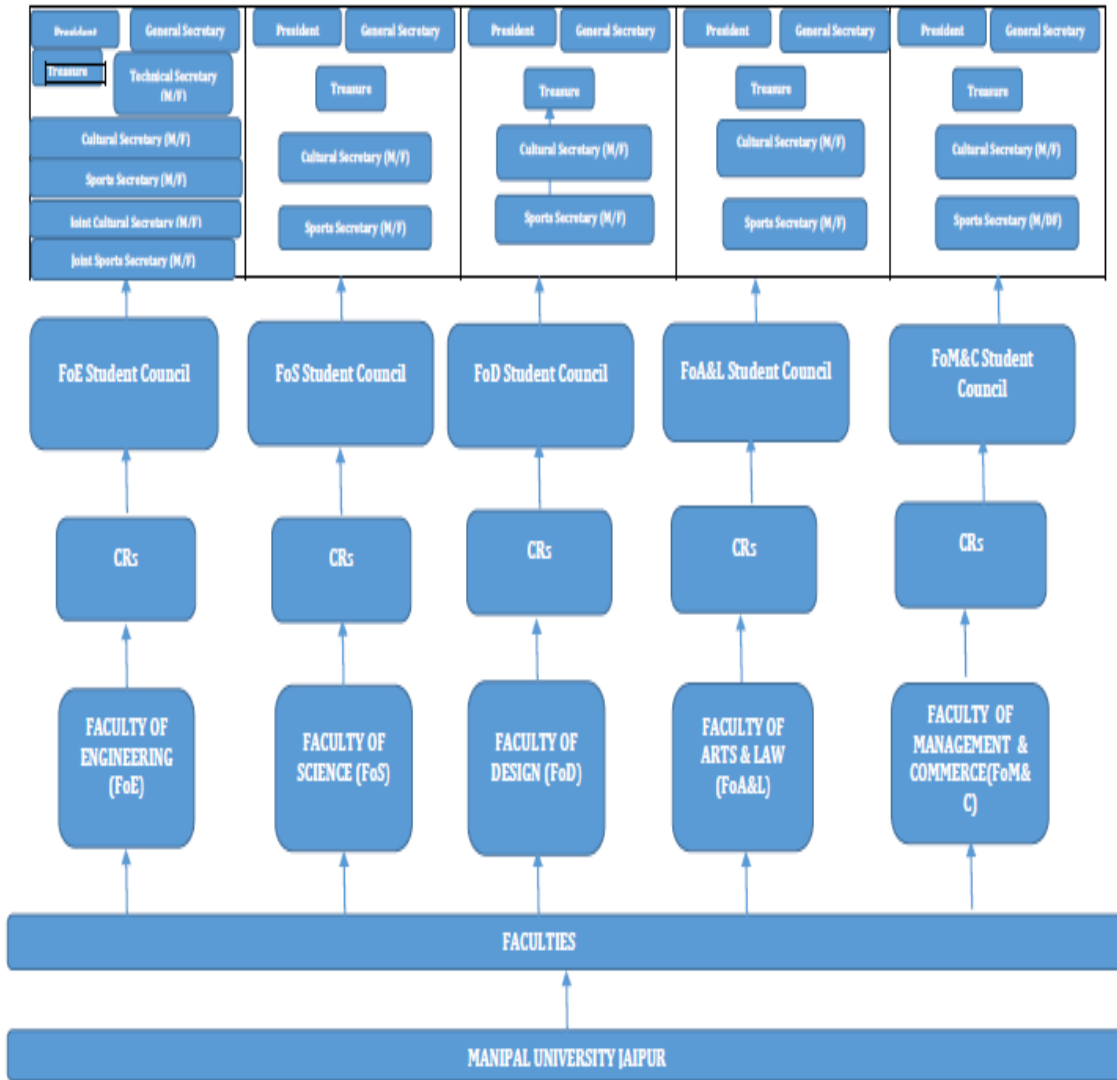
WITHDRAWAL

- 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-2019-20)

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-2019-20)
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. :



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 -2019-20)

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 _____ 2019, 5 pm.

Date: __ ____, 2019

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: 2019-20)

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 2019-20

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 2019-20)

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-2019-20)

GENERAL SACRETARY ELECTION
(Academic Year 2019-20)

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 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 Treasurer

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

TREASURER ELECTION
(Academic Year 2019-20)

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 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 Technical secretary

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

TECHNICAL SECRETARY ELECTION
(Academic Year 2019-20)

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 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 Cultural Secretary

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

CULTURAL SECRETARY ELECTION
(Academic Year 2019-20)

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 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 Sports Secretary

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

SPORTS SECRETARY ELECTION
(Academic Year 2019-20)

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 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 Joint Sports Secretary

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

JOINT SPORTS SECRETARY ELECTION
(Academic Year 2019-20)

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 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 Joint Cultural Secretary

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

JOINT CULTURAL SECRETARY ELECTION
(Academic Year 2019-20)

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 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 CR

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

CLASS REPRESENTATIVE ELECTION
(Academic Year 2019-20)

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;