

## STUDENT COUNCIL OF NIT DELHI

### OBJECTIVE:

To make the students participate in the development of the Institute and develop their career, personality and organizational skills through interactive programs with the faculty, administration and society.

### COMPOSITION:

- i. One student from each Branch of I year B.Tech.
- ii. One student from each Branch of II year B.Tech.
- iii. One student from each Branch of III year B.Tech.
- iv. One student from each Branch of IV year B.Tech.
- v. One M.Tech. student from each Engineering Department
- vi. One PhD. student from each Science/Engineering Department
- vii. Five students from are to be nominated by the Director representing various sections of the student community such as Foreign students, girl students, students clubs, etc.

CHAIRMAN	DIRECTOR
STAFF ADVISOR	Dean, Student Welfare
PRESIDENT (ONE)	FINAL Year B. Tech Student from the council members
VICE PRESIDENT (TWO)	One M. Tech student from Council Members
	Second one from other PhD students from Council Members
GENERAL SECRETARY (ONE)	THIRD year B. Tech. student from Council Members
JOINT SECRETARIES (THREE)	One from SECOND year B. Tech. students from Council Members.
	Second from FIRST year B. Tech. students from Council Members
	Third one from nominated members.

### DUTIES AND RESPONSIBILITIES OF THE COUNCIL

- i. Smooth conduct of the Institute Functions every year.
- ii. Prevention of ragging on the campus through counselling senior students helping the administration whenever necessary.
- iii. Suggesting the administration to improve the student amenities to improve their career and personality.
- iv. Helping the administration in smooth conduct of student activities on the campus.
- v. Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars/ symposia/ workshops etc.
- vi. Encouraging innovative and creative skills of the undergraduate and post graduate students.
- vii. Organize the Swachh Bharat Abhiyan programs on the campus to improve the cleanliness and greenery.
- viii. Any activity to improve the knowledge and skills of the campus students.

- ix. Maintenance of peace and harmony among campus community in general and student community in particular.
- x. Arrange expert lectures from eminent persons in the society for career and personality development.
- xi. Organize technical events for students.
- xii. Organize farewell, fresher's and other related events in the Institute for students.
- xiii. To co-ordinate the activities related to the Training and Placement cell of the Institute.

#### SELECTION OF STUDENTS FOR COUNCIL

- During I<sup>st</sup> semester of every academic year, the student representative will be selected by each class as mentioned in the composition.
- The date of selection will be intimated by the Dean of Students' Welfare.
- The Faculty in-charge of the class will go to the class and call for applications from the students and conducts selection and announces the result immediately. The selected candidate will represent the class in the council for that academic year.
- For P.G/M.Tech students' representation, the concerned HOD/Nominee will conduct selection.
- After the class representative selections are over, the student council is constituted by order of the Director on the recommendation of Dean, Students' Welfare.
- The PhD candidate will be selected by the Director on the recommendation **of Dean, Research & Consultancy.**
- The Dean, Students' Welfare. will conduct selection for the office bearers of the council with help of the HoDs.
- The student council will start functioning after taking the oath.
- In case of resignation of any office bearer or class representative the post will remain vacant for the entire academic year.
- The Student council ceases to exist after the institute day for that academic year.

#### ELIGIBILITY CRITERIA FOR CANDIDATES:

- Candidate must have CGPA  $\geq 6.5$  for any position of the student council.
- Candidate should not have any academic backlogs till date.
- The candidate should have attained the minimum percentage of attendance as prescribed by the institute in previous years. (However for first year students of U.G. and P.G., this rule is exempted.)
- The candidate shall not have a previous criminal record.
- The candidate shall not have been subjected to any disciplinary action by the Institute authorities. If the student is found indulged in-disciplinary or criminal activity in future then he/she will be removed from the position on the recommendation of Dean Student Welfare.
- The candidate must be regular and full time student of the Institute.
- The candidate should not have any dues either to institute or Hostels.

### CODE OF CONDUCT OF CANDIDATES:

- No candidate shall create mutual hatred or cause tension between different castes and communities, religious or linguistic or between any group (s) of students.
- Candidates shall refrain from criticism of all aspects of private life not connected with the public activities of other candidates.
- No candidate shall be permitted to make use of printed material for the purpose of canvassing.
- No candidate shall be permitted to carry procession or public meeting.
- No candidate shall, nor shall his/ her supporters, deface or cause any destruction to any property of the Institute.
- All candidates shall be prohibited from indulging or abetting all activities which are considered to be corrupt practices and offences.

### GRIEVANCES REDRESSAL CELL

1.	Dean Students' Welfare	:	Chairman
2.	Senior most faculty of the Institute	:	Member
3.	Registrar	:	Member
4.	Final Year Boy Student (who got a highest CGPA up to Third year)	:	Member
5.	Final year Girl Student (who got a highest CGPA up to Third year)	:	Member

- This cell would be regular unit of the Institute
- This cell may prosecute violators of any aspect of code of conduct or the rulings of the grievances cell.
- This cell shall serve as court of original jurisdiction.
- Members of the grievances cell are prohibited from filing complaints.

### MODE OF SELECTIONS

Director will appoint Faculty-in-charge for each class/section at the beginning of every academic year on the advice of Dean, Student Welfare.

Dean Student Welfare will announce the date and time of selection of class representatives as soon as academic year commences.

On this day, the Faculty-in-charge of the class/section should hold the selections as per the guidelines provided to them and send the name of the selected class representative to the Dean, Student Welfare in sealed cover along with ballot papers if any. Faculty-in-charge can take the help of any faculty member, if needed.

On receipt of the list of class representatives from faculty-in-charges of classes/ sections, the Dean, Student Welfare will recommend the constitution of student Council for that academic year to the Director.

Director will constitute the Student Council with names of class/ section representatives.

On constitution of Student Council, the Dean, Student Welfare will call the meeting of Student council on the same day and conduct selection for office bearers of the council.

The List of selected representatives will be sent for the approval of the Director.

On approval from the Director, Student Council starts functioning for that academic year.

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Date: \_\_\_\_\_

**Office of Dean, Students Welfare**

**NIT Delhi.**

**SELECTION OF CLASS REPRESENTATIVES OF STUDENT COUNCIL**

The selection of class representatives of “STUDENT COUNCIL” for the academic year \_\_\_\_\_ will be held on \_\_\_\_\_ from \_\_\_\_\_ in the respective class rooms. The faculty members nominated to select the class representatives will conduct the selection process. All the students are advised to be in their respective classrooms by \_\_\_\_\_ a.m. and cooperate with faculty-in-charge for smooth conduct of selection of class representatives.

The selected class representatives should meet the Dean, Student welfare in the \_\_\_\_\_ at \_\_\_\_\_ a.m. on the same day and handover the certificates issued to them by the Faculty-in-charges.

The selection of executive body of “STUDENT COUNCIL” will be held immediately in \_\_\_\_\_.

(.....)

Dean, Student Welfare

No.

Date: \_\_\_\_\_

NOTICE

The Director has accorded permission for conducting the selection of Class representative and constituting the Student Council for the academic year \_\_\_\_\_ on \_\_\_\_\_.

Further, to facilitate smooth conduct of the selection of class representatives; the Director has given approval for taking the services of the following faculty members for the class mentioned against their names.

B.Tech. Ist Year

Computer Science & Engg. :  
Electronics & Communication Engg. :  
Electrical & Electronics Engg. :

B.Tech. IInd Year

Computer Science & Engg. :  
Electronics & Communication Engg. :  
Electrical & Electronics Engg. :

B.Tech. IIIrd Year

Computer Science & Engg. :  
Electronics & Communication Engg. :  
Electrical & Electronics Engg. :

B.Tech. IVth Year

Computer Science & Engg. :  
Electronics & Communication Engg. :  
Electrical & Electronics Engg. :

M.Tech

PhD :

GUIDELINES TO THE FACULTY IN-CHARGE CONDUCTING THE SELECTIONS  
TO THE STUDENTS COUNCIL OF NIT DELHI

- i. The Faculty-in-charge (assigned to a particular class) is requested to go to the respective class room by 9:00 a.m. on \_\_\_\_\_(\_\_\_\_\_) with the following material.
  - a) Students list of that class (please obtain it from the respective H.O.D. In case of I semester B.Tech. and I semester PG, the students lists are sent to the respective faculty –in-charges/ HODs).
  - b) Nomination Application (Six copies of empty nomination application are enclosed in the enclosed cover).
  - c) Some envelopes (Provided in the cover Supplied).
- ii. The Faculty-in-charge should announce that the class has to select a class representative to the student council for the academic year \_\_\_\_\_.
- iii. The faculty-in-charge should read the composition of the Council, selection process of Council Members, duties and responsibilities of the Council and eligibility criteria for representing the class to the Council from the class.  
(A copy of constitution of Students Council is enclosed.)
- iv. Call for nominations from the students for class representatives. (They have to submit the duly filled in applications to the Faculty-in-charge. Faculty-in-charge is provided with six copies of empty nomination papers in the cover for use. If more are required, the Faculty-in-charge is requested to get Xerox copies from the Department Office).
- v. The Faculty-in-charge should scrutinize the applications (Verify that the applicant and proposer are registered students of that class).
- vi. After scrutiny of nomination papers, the Faculty-in-charge should write the names and Roll numbers of contestants in alphabetical order on the black board.

**APPLICATION FOR NOMINATION FOR STUDENT COUNCIL**

I, Mr./Ms. \_\_\_\_\_, S/o Sri \_\_\_\_\_,  
studying \_\_\_\_\_ U.G./P.G./M.Trch/PhD in National Institute of Technology, Delhi,  
bearing Roll No. \_\_\_\_\_ and belonging to \_\_\_\_\_ section/  
branch (residing in Room No. \_\_\_\_\_ of \_\_\_\_\_ Hostel) am willing to be a candidate  
for the post of \_\_\_\_\_ for the academic year \_\_\_\_\_.

I do not have any criminal record in the past or proceedings against me.

I have not been subjected to any disciplinary action so far nor i have been involved in any  
incident which warrants a disciplinary action by the institute.

I do not have any academic arrears.

I do not have any shortage of attendance in the past years of study at this institute.

I do not have any dues to institute or hostels.

I am a regular student of the Institute.

My date of birth is \_\_\_\_\_ as per the record.

I declare that the above information is correct to the best of my knowledge and belief.

**Signature of the Candidate**

I, Mr./Mrs. \_\_\_\_\_, S/o Shri \_\_\_\_\_, studying  
\_\_\_\_\_ U.G./ P.G./M.Tech/ PhD in the National Institute of Technology,  
Delhi, bearing Roll No. \_\_\_\_\_ and belonging to \_\_\_\_\_ section/  
branch (Residing in Room No. \_\_\_\_\_ of \_\_\_\_\_ Hostel) propose the  
candidature of Mr./ Ms. \_\_\_\_\_ S/o Shri \_\_\_\_\_ to the  
position of \_\_\_\_\_ of Student Council for the academic year  
\_\_\_\_\_.

**Signature of the Proposer**



## **CERTIFICATE**

(to be issued to the selected class representative, which is turn is to be submitted to Dean,  
Student Welfare)

Mr./ Ms. \_\_\_\_\_, a student of B.Tech. \_\_\_\_\_ year of  
\_\_\_\_\_ branch, bearing Roll No. \_\_\_\_\_, has been selected as class  
representative of B.Tech. \_\_\_\_\_ year \_\_\_\_\_ branch for  
the academic year \_\_\_\_\_.

(Faculty-in-charge)

Witness:

Signature of few students of the class

- 1.
- 2.
- 3.

## **CERTIFICATE**

(to be sent to the Dean, Students Welfare along with other relevant material  
by Faculty-in-charge)

Mr./ Ms. \_\_\_\_\_, a student of B.Tech. \_\_\_\_\_ year of  
\_\_\_\_\_ branch, bearing Roll No. \_\_\_\_\_, has been selected  
as class representative of B.Tech. \_\_\_\_\_ year \_\_\_\_\_ branch for the  
academic year \_\_\_\_\_.

(Faculty-in-charge)

Witness:

Signature of few students of the class.

- 1.
- 2.
- 3.