MAULANA AZAD
NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

CIRCULAR

Dean (SW)/2023/4746 Date: 19 /07/2023

In response of the Director's approval MANIT/DPS/3537, dated.19/07/2023 the formation of student council for the academic year 2023-24 is to be done. In this regard, the nomination form from the registered and eligible students are invited for the various positions in the student council. The nominations in prescribed format for selection of council positions are invited latest by **24 July 2023** up to 5:00 PM in the office of Dean (SW).

The selection of class representatives (C.Rs) as per norms will be held on 1st August 2023 from 9:00am to11:00am in the respective class rooms in presence of faculty in charges. The CR's are required to present in Dean (SW) office at 2:00 pm for selection of council on same day. The interviews of office bearers as per norms will be conducted on 1st August 2023 at 4:00 PM onwards in Dean (SW.)

The candidates for all council positions should possess 7.5 CGPA in each previous years along with other norms are only eligible to participate in the selection process. The participation of students in formation of student council shall require presenting the self-attested copies of the following:

1) Mark sheet of all previous years.
2) Identity card issued by MANIT Bhopal.
3) Registration slip of current semester.
4) Copy of mess fee receipt of current semester, in case of hosteller.

Encl:
1) Composition of student council
2) Nomination forms.
3) Eligibility norms for formation of student council.

Authorities: Director's approval dated 19-07-2023

19/7/2023
DEAN (SW)

Copy to:
1. All HODs to display on the notice board of their respective departments.
3. Prof I/C Student Activity.
4. Chairman COW/Wardens to display on the notice board of all hostels.
5. Institute Website.
9.P.A. to Director for kind information.

STUDENT COUNCIL OF MANIT BHOPAL

AIM:

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

COMPOSITION OF STUDENT COUNCIL: for 2023-24

Chairman	:	Director
Vice chairman	:	Dean Student welfare
Prof. I/C Student Activity	:	Professor
President	:	Fourth Year (IVth)UG of any branch.
Vice president	:	Fourth Year (IVth)UG of any branch.
General Secretary	:	Third Year (IIIrd), UG of any branch.
Joint Secretary	:	Second Year (IInd), UG of any branch.
Treasurer	:	Third Year (IIIrd), UG of any branch.
Secretary (Literacy, Hindi)	:	Second Year (IInd), UG of any branch.
Secretary (Literacy, English)	:	Second Year (IInd), UG of any branch.
Secretary (Cultural)	:	Fourth Year (IVth), UG of any branch.
Secretary (Technical)	:	Fourth Year (IVth), UG of any branch.
Secretary (Sports)	:	Fourth Year (IVth), UG of any branch.
Secretary (Discipline)	:	Fourth Year (IVth), UG of any branch.
Secretary (Media)	:	Fourth Year (IVth), UG of any branch.
Secretary (Alumni)	:	Third Year (IIIrd), UG of any branch.
Executive Member, MCA/ MBA	:	Final Year, One student of any branch.
Executive Member,M.Tech./M.Plan/M.ARCH	:	Second Year (IInd),One student of any branch.
Executive Member, MA/MSC	:	Second Year (IInd), One student of any branch.
Executive Member, Ph.D.	:	Second Year (IInd),Ph.D.One student of any branch.

A) DUTIES AND RESPONSIBILITIES OF THE COUNCIL

i. Smooth conduct of the students activities in academic year in the Institute.
ii. Prevention of ragging in the campus through counseling by senior students helping the institute administration ,whenever necessary.
iii. Suggesting the administration to improve the student amenities to improve their career and personality.
iv. Helping the institute administration in smooth conduct of student activities in 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 and other similar programs on the campus to improve the cleanliness and greenery.
viii. Suitable activity to improve the knowledge and skills of the students.
ix. Maintaining the peace and harmony among campus community in general and for student community in particular.
x. Organize technical events etc. for students.
xi. Organize farewell, fresher's programme and other related events for students in the institute campus .
xii. To co-ordinate the activities related to the Training and Placement cell of the Institute.

B) PROCEDURE FOR SELECTION OF STUDENTS COUNCIL

The nomination forms for formation of student council will be invited for all positions of students council at least 07 days before the commencement of the student council .
All office bearer of student council will be selected by the class representatives (CR). The selection of the students council will be in two phases. 1) the selection of CR's. 2) the selection of the office bearers.

Selection of CR

1. During second / third week of academic year, one class representative will be selected by each class/section.
2. The Director will appoint a faculty in charge for each class/section, for selection of CR of each class of UG at the beginning of every academic year on the advice of the Committee constituted for the purpose.
3. The faculty in-charges for the class will go to their respective classes and call for applications from the students and conduct the selection and announces the result immediately. The selected candidate will represent the class in the council for that academic year.
4. The faculty in-charges of each class/section will send the name of selected CR to the Dean (SW) immediate after process in sealed envelope.
5. For P.G/Ph.D. students representation, the concerned HOD will select one CR from their respective departments. In case of UG first Year the section wise CR will be nominated by the chairman admission committee on the basis of the student's merit in their respective qualifying examination with consent and shall be sent to Dean (SW) office on or before due date of nomination.
6. A few students will be nominated by the Director representing various sections of the student community such as foreign students, girls student etc.

Selection of office bearer

1. On receipt of names of all CRs, Dean (SW) will call the meeting of CRs on the same day and conduct the selection for office bearers of the council.
2. For the post of president, Vice president, General Secretary, Joint Secretary and treasurer , only top three candidates elected by CRs for each post will be considered for Interview.
3. The list of all selected office bearers recommended by the committee will be sent for approval of the Director.
4. After the Director's approval, order will be issued by the Registrar for newly constituted Student council.
5. Oath taking ceremony of the student council will be organized on any suitable date in consultation with Director.
6. After Oath ceremony council starts functioning for the current academic year 2023-2024.

C) ELIGIBILITY CRITERIA FOR CANDIDATES (Applicants)

1. The candidate must be a regular registered student of the institute.
2. Candidate should not have any academic backlogs in the previous years for participating in the selection process, if any wrong information is found candidature shall be cancelled immediately.
3. Candidate should have secured CGPA 7.5 or more in each of the previous years.
4. The candidate shall not have any disciplinary (Hostel/Institute level) actions being taken in the past.
5. The candidate should not have any dues pending either of the institute or Hostels.

D) CODE OF CONDUCT FOR CANDIDATES:

1. No candidate shall create mutual hatred or cause tension between different castes and communities, religious or linguistic or between any group or section of students.
2. Candidates shall refrain from criticism of all aspects of private life not connected with the public activities of other candidates.
3. No candidate shall be permitted to make use of printed material for the purpose of canvassing.
4. No candidate shall be permitted to carry procession or public meeting.
5. Neither candidate , nor his/ her supporters shall, deface or cause any destruction to any property of the Institute.
6. All candidates shall be prohibited from indulging or abetting all activities which are considered to be corrupt practices and offences.

APPLICATION FOR NOMINATION FOR STUDENT COUNCIL

I, Mr./Ms. _____, S/o Sri _____ studying _____U.G./P.G./M.Tech/M.Arch./PhD in Maulana Azad National Institute of Technology, Bhopal, bearing Scholar No. _____ and belonging to _____section/ branch (residing in Room No. _____ of _____ Hostel/Address of Residence) am willing to be a candidate for the post of _____ for the academic year _____.

CGPA : 1st Year _____, 2nd year ____, 3rd Year_____,

(i) I do not have any criminal record or proceedings against me.

(ii) I have neither been subjected to any disciplinary action nor I have been involved in any incident which warrants a disciplinary action by the institute.

(iii) I do not have any academic arrears.

(iv) I do not have any dues to institute or hostels.

(v) I am a regular student of the Institute.

(vi) 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/M.Arch./PhD in the Maulana Azad National Institute of Technology, Bhopal, bearing Scholar No. _____ and belonging to _____ section/ branch (Residing in Room No. _____ of _____ Hostel/Residential Address) propose the candidature of Mr./ Ms. _____ S/o Shri _____ to the position of _____ in Student Council for the academic year _____.

Signature of the Proposer

Encl. Required :

1. Self attested copies of Mark sheets of all years.
2. Copy of I-Card issued by MANIT.
3. Copy of registration slip of current Semester.
4. Copy of mess fee receipt of current semester, in case of hosteller.

APPLICATION FOR THE NOMINATION OF CLASS REPRESENTATIVE

I, Mr./Ms. _____, S/o Sri _____, studying _____U.G./P.G./M.Tech/M.Arch./PhD in Maulana Azad National Institute of Technology, Bhopal, bearing Scholar No. _____ and belonging to _____section/ branch (residing in Room No. _____ of _____ _____Hostel/ Address of Residence) am willing to be a candidate for the post of _____ for the academic year _____.

CGPA : 1st Year _____, 2nd year _____, 3rd Year_____.

(i) I do not have any criminal record or proceedings against me.

(ii) I have neither been subjected to any disciplinary action nor have I been involved in any incident which warrants a disciplinary action by the institute.

(iii) I do not have any academic arrears.

(iv) I do not have any dues to institute or hostels.

(v) I am a regular student of the Institute.

(vi) 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

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1. Self attested copies of Mark sheets of all years
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