

Dean(SW)/24/7287

16/08/2024

Maulana Azad NIT Bhopal (MP)  
मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल (म.प्र.)  
Office of Dean (Students Welfare)

## NOTICE

### REVISED Guidelines for the Constitution of Student Council of AY 2024-25

For the Constitution of Student Council of AY 2024-25, following are enclosed for ready reference –

1. **REVISED Guidelines** for the Constitution of Student Council of AY 2024-25, along with necessary Proformas (10 pages)
2. **Time line** for the selection process
3. **List of Faculty In-charges** for the Selection of CRs

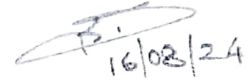
*A briefing session of all Faculty In-charges is scheduled on 20<sup>th</sup> Aug 2024, 3.30 pm, at the Auditorium of EED.*

All HoDs are requested to please conduct the selection process through designated Faculty In-charges, as per enclosed guidelines and timeline.

The **list of selected CRs** duly signed by respective Faculty In-charges shall be submitted to the Office of Dean (SW), as per the schedule/timeline of the process.

Thanks, in anticipation.

Authority: Director's approval dated 14.08.2024

  
16/08/24

डॉ शैलेन्द्र जैन

Dean (SW)

To,

All HoDs

- Copy to :
1. All Deans
  2. Registrar
  3. PIC website for uploading on website.
  4. Director for kind information

**Maulana Azad NIT Bhopal (MP)**

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल (म. प्र.)

Office of Dean (Students Welfare)

(REVISED-Aug 24)



**STUDENT COUNCIL OF MANIT BHOPAL**

छात्र परिषद

**Guidelines (AY 2024-25)**

**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**

Administration		
Chairman Vice chairman Prof. I/C Student Activity Associate Dean(s) FI (s)		Director Dean Student Welfare Member Member Member
Students	President Vice president General Secretary Joint Secretary Treasurer	Fourth Year (IV) UG of any branch Fourth Year (IV) UG of any branch Third Year (III) UG of any branch Second Year (II) UG of any branch Third Year (III) UG of any branch
	Secretary (Cultural) Secretary (Technical) Secretary (Sports) Secretary (Discipline) Secretary (Media) Secretary (Alumni ) Secretary (Literacy, Hindi) Secretary (Literacy, English)	Fourth Year (IV) UG of any branch Fourth Year (IV) UG of any branch Fourth Year (IV) UG of any branch Fourth Year (IV) UG of any branch Fourth Year (IV) UG of any branch Third Year (III) UG of any branch Second Year (II) UG of any branch Second Year (II) UG of any branch
	Executive Member, UG (1 <sup>st</sup> Yr)	First Year, UG student of any branch
	Executive Member, MCA/ MBA/ B.Tech+M.Tech Dual Degree	Final Year, One student of any branch ....
	Executive Member, M.Tech./M.Plan/ M.Arch	Second Year (II), One student of any branch
	Executive Member, MA/MSc Executive Member, Ph.D.	Second Year (II), One student of any branch Second Year (II), Ph.D. One student of any branch

**A) DUTIES AND RESPONSIBILITIES OF THE COUNCIL**

- i. Smooth conduct of the student's activities of the academic year in the Institute.
- ii. Prevention of ragging in the campus (through counseling by senior students).
- iii. Suggesting the administration to improve the student amenities.
- iv. To help the institute administration in smooth conduct of student activities.
- v. To guide the students to improve their technical, organizational and managerial skills by organizing seminars/ symposia/ workshops etc.
- vi. To encourage innovative and creative skills of the students.
- vii. To implement flagship program of Govt such as Swachh Bharat Abhiyan, Unnat Bharat Abhiyan and other similar programs.
- viii. To organize suitable activities to improve the knowledge and skills of the students.
- ix. To maintain the discipline, peace and harmony among student community.
- x. To organize annual technical/cultural fest Techno-search/Maffick and other similar events.
- xi. To organize farewell, fresher's program and other related events.
- xii. To co-ordinate the activities related to the Training and Placement cell of the Institute.

**B) PROCEDURE FOR SELECTION OF STUDENTS COUNCIL**

The selection of the student's council will be in two phases –

i) The selection of CR's.

ii) The selection of the Office Bearers: All the office bearer of student council will be selected among the class representatives (CRs).

**B.1 Selection of CR**

1. During second / third week of academic year, one class representative (with one wait list candidate) will be selected from each class/section. Dean (SW) will issue the notification for the same.
2. Dean (SW) will appoint a faculty in-charge for each class/section with the approval of the Director, for selection of CR.
3. The faculty in-charges for the class will go to the respective classes and call for applications from the students (**Proforma I**), prepare the merit (**maximum 2**) and **announces** the result. The elected 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 nominated CR to the Dean (SW) along with relevant documents.
5. The CRs for 1<sup>st</sup> Year will be nominated based on JEE Rank (of each class/section), **by the Chairman Admission Committee**. Two representatives (highest JEE Rank among CRs) will be considered as the member of Student Council.

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Office of Dean (Students Welfare)

(REVISED-Aug 24)

6. For P.G/Ph.D. student's representation, the concerned HOD will select one CR from their respective departments.
7. A few students will be nominated by the Director representing various sections of the student community such as foreign students, girls' student etc.

### B.2 Selection of Office Bearer

1. All the office bearer of Student Council will be selected among the Class Representatives (CRs) merit list.
2. For the selection of Office Bearers, nominations will be called by Dean (SW) from the elected CRs merit list in the prescribed format (**Proforma II**), and selection will be conducted on the **same day**.
3. Both the candidates in merit list of CR will select the Office Bearers.
4. For the post of President, Vice president, General Secretary, Joint Secretary and Treasurer, candidates are required to give the presentation (about their plans and vision for the institute) before the CRs, followed by selection process.
5. If necessary, interviews will be conducted for the positions mentioned at point 4 above by a committee constituted by Director.
6. The list of all selected Office Bearers recommended by the committee will be published with due approval of the Director.
7. Oath taking ceremony of the Student Council will be organized on any suitable date in consultation with Director.

### **C) ELIGIBILITY CRITERIA FOR CANDIDATES (Applicants)**

1. **The candidate must be a regular registered student of the institute.**
2. **Candidate must have secured CGPA 7.50 or more** in each of the previous years.
3. **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.**
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.**
6. **The Average attendance in the class in previous semester must be more than 75%.**
7. **Extra Points will be given (over and above the votes received) to the candidates as follows –**
  - i. **Holding the post of CR in previous years - 02 points**
  - ii. **CGPA  $\geq$  8.5 - 02 Points**

### **D) CODE OF CONDUCT FOR CANDIDATES:**

It is advised/expected that -

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.**

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**Office of Dean (Students Welfare)**

**(REVISED-Aug 24)**

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.

E) In case of discrepancy if any, decision of Director MANIT will be final.

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**Office of Dean (Students Welfare) (REVISED-Aug 24)**  
**NOTICE**

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

**CONSTITUTION OF STUDENT COUNCIL**

The selection of Class Representatives of "STUDENT COUNCIL" for the academic year \_\_\_\_\_ will be held on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in the respective class rooms. The faculty members nominated to select the CR will conduct the selection process. All the candidates are advised to submit duly filled Application Form (**Proforma I**) to faculty in-charge(s). All the students are advised to be in their respective classrooms on \_\_\_\_\_ by \_\_\_\_\_ am and cooperate with faculty-in-charge(s) for smooth conduct of selection of Class Representatives. The faculty in-charge will prepare the merit list and submit the same along with all relevant documents to Dean (SW).

All the office bearer of Student Council will be selected among the Class Representatives (CRs) merit, **on the same day**, by the committee constituted for the purpose. The interested candidate (of CR merit list) shall submit their duly filled Application Form (**Proforma II**) to the Dean (SW). For the post of **President**, Vice president, General Secretary, Joint Secretary and Treasurer, candidates are required to give a brief presentation (about their plans and vision for the institute), followed by selection process.

Dean (Student Welfare)

**GUIDELINES TO THE FACULTY IN-CHARGE(S) CONDUCTING THE SELECTIONS TO  
THE STUDENTS COUNCIL OF MANIT BHOPAL**

- i. The Faculty-in-charge(s) (assigned to a particular class) are requested to go to the respective class room by 9:00 a.m. on \_\_\_\_\_, read the composition of the Student Council, selection process of Council Members, duties & responsibilities of the Council, and announce the eligibility criteria for the nomination of CRs, and other Office Bearers.
- ii. The Faculty-in-charge(s) will provide the Application forms (**Proforma I**) to the interested/eligible candidates.
- iii. All the candidates are advised to submit duly filled Application Form (**Proforma I**) along with necessary enclosures to faculty in-charge(s) on \_\_\_\_\_ by 9.00 am.
- iv. The Faculty-in-charges shall scrutinize the applications forms, complete the selection process, prepare the merit list and announce the result in the class on \_\_\_\_\_.
- v. Faculty in-charges will submit the merit list along with all relevant documents to Dean (SW).
- vi. Faculty in-charges will distribute the Application Form (**Proforma II**) for the post of Office Bearers, to the interested candidates of CRs merit list. Applicants are advised to submit the duly filled application along with necessary enclosures to Dean (SW) by \_\_\_\_\_, \_\_\_\_\_pm, and take part in selection process, to be conducted on same day.
- vii. If necessary, the presentation/interview for the post of President, Vice president, General Secretary, Joint Secretary and Treasurer will be held on \_\_\_\_\_, \_\_\_\_\_pm in the Committee Room of Director Office.

Dean (Student Welfare)

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 Office of Dean (Students Welfare)

**(REVISED-Aug 24)**  
**PROFORMA - I**

**APPLICATION FOR NOMINATION OF CLASS REPRESENTATIVE**

I, Mr./Ms. \_\_\_\_\_, Scholar No \_\_\_\_\_  
 studying in \_\_\_\_\_ Yr Section \_\_\_\_\_ Branch \_\_\_\_\_  
 S/o Sri \_\_\_\_\_,  
 of U.G./P.G.(M.Tech./M.Plan/M.Sc)/Dual Degree/PhD in Maulana Azad National Institute of  
 Technology, Bhopal, (residing in Room No. \_\_\_\_\_ of  
 \_\_\_\_\_ Hostel/Address of Residence), am willing to  
 be a candidate for the post of CR for the academic year \_\_\_\_\_.

My academic details are as follows (as applicable):

CGPA	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year

**Holding the Position of CR in previous years**

S.No.	Academic Year in which hold the position of CR	Sign of HoD
1		
2		

**Position in Club/Societies (in previous years)**

S. No.	Name of the Club/Society	Duration	Name & Signature of Faculty Coordinator
1			
2			

**No Dues Certificate**

This is to certify that Mr./Ms \_\_\_\_\_ Sch No \_\_\_\_\_  
 Branch \_\_\_\_\_ Year \_\_\_\_\_, Section \_\_\_\_\_

has no dues/disciplinary proceeding against him.

S. No.	Department/Section	Status	Signature/Seal
1	Institute Account Section	No Dues	
2	Hostel/Mess Dues	No Dues	
3	Proctor	No disciplinary action	

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Office of Dean (Students Welfare)

(REVISED-Aug 24)

**Undertaking (by the Candidate)**

I undertake that -

- (i) I am a regular student of the Institute, and my CGPA is  $\geq 7.5$ .
- (ii) I do not have any dues to institute or hostels.
- (iii) I do not have any academic arrears/backlogs.
- (iv) 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.
- (v) I do not have any criminal record or proceedings against me.
- (vi) My average attendance in all the subject in the previous semester was more than 75%
- (vii) 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.

Name of the Candidate

Signature of the Candidate

Date:

Date:  
Candidate

Name & Signature of the

Name & Signature of Faculty-in-charge(s)

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.
5. Copy of previous year CR certificate

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**Office of Dean (Students Welfare)**

(REVISED-Aug 24)  
**PROFORMA – II**

**APPLICATION FOR THE NOMINATION OF STUDENT COUNCIL**

(No Dues status/Club position is mentioned overleaf)

Post Applied for	
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I, Mr./Ms. \_\_\_\_\_, Scholar No \_\_\_\_\_

CR of \_\_\_\_\_ Yr, Branch \_\_\_\_\_, Section \_\_\_\_\_

S/D/o Sri \_\_\_\_\_,

(residing in Room No. \_\_\_\_\_ of \_\_\_\_\_

Hostel/Address of Residence), am willing to be a candidate for the ABOVE MENTIONED POST for the academic year \_\_\_\_\_.

My academic details are as follows (as applicable):

CGPA	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year

**Bonus 02 marks/points will be awarded for each of the following**

1. CGPA $\geq$ 8.25,	2. Hold the position of CR in previous years
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**Undertaking (by the Candidate)**

I undertake that -

- (i) I am a regular student of the Institute, and my CGPA is  $\geq$  7.5.
- (ii) I do not have any dues to institute or hostels.
- (iii) I do not have any academic arrears/backlogs.
- (iv) 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.
- (v) I do not have any criminal record or proceedings against me.
- (vi) My average attendance in all the subject in the previous semester was more than 75%
- (vii) 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. **All necessary documents are enclosed with Proforma-I. I understand that my candidature will be cancelled, if any wrong information is found.**

Name of the Candidate	
Signature of the Candidate	
Date:	

**PROPOSER**

I, Mr./Ms. \_\_\_\_\_, Scholar No \_\_\_\_\_

studying in \_\_\_\_\_ Yr Section \_\_\_\_\_ Branch \_\_\_\_\_

S/o Sri \_\_\_\_\_, of U.G./P.G.(M.Tech./M.Plan/M.Sc)/Dual

Degree/PhD in MANIT, Bhopal, (residing in Room No. \_\_\_\_\_ of

\_\_\_\_\_ Hostel/Address of Residence), propose the

candidature of Mr./Ms. \_\_\_\_\_ Sch No \_\_\_\_\_

to the position of \_\_\_\_\_ in Student Council for the

academic year \_\_\_\_\_.

**Date:**

**Signature of the Proposer**

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Office of Dean (Students Welfare) (REVISED-Aug 24)

PROFORMA – III

**CERTIFICATE**

(To be submitted to Dean, Student Welfare, with a copy to CR)

Mr./ Ms. \_\_\_\_\_

Scholar No. \_\_\_\_\_, has been selected as Class  
Representative of B.Tech./B.Arch./B.Plan \_\_\_\_\_ year \_\_\_\_\_ branch,  
section \_\_\_\_\_ for the academic year \_\_\_\_\_.

The **MERIT LIST** of all selected candidate is as follows –

S.No.	Name of the Candidate	Scholar No.	Points Obtained	Remark
1				
2				

Duly filled applications along with relevant documents are enclosed.

(Name & Signature of Faculty-in-charges)

I	II

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**TIMELINE FOR THE CONSTITUTION OF STUDENT COUNCIL**  
**छात्र परिषद गठन की समय सीमा**  
**(AY 2024-25)**

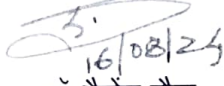
S. No.	Activity	Coordinator	Date/Due Date
1	Announcement of student council guidelines and distribution of Proforma I (in respective class rooms)	Faculty in-charge(s)	21/22.08.2024 (1 <sup>st</sup> period)
2	Selection of CRs (from respective class rooms)		28.08.2024 (Wed) (1 <sup>st</sup> period)
3	Submission of merit list along with documents to Office of Dean (SW)		28.08.2024
4	To obtain the willingness, presentation by candidates (for the post of P/VP/GS/JtS/T) and selection of Office Bearers	Dean (SW) & Committee	28.08.2024 11 am onwards (MME Auditorium)
5	Declaration of Student Council with the approval of Director	Dean (SW)	By 02.08.2024

**Committee for the Conduction of Selection Process**

1. Dean (SW)
2. Chairman CoW
3. Chief Warden (Boys & Girls)
4. Associate Deans (SW)
5. Dr. Ramesh Nayak FI (Technical)
6. Dr. Gyaneshwar Kushwah, FI (Sports)
7. Dr K R Aharwal, Former Dean (SW)

**Observers**

1. Chairman ARC
2. Proctor

  
16/08/24  
डॉ शैलेंद्र जैन  
Dean (SW)

# Maulana Azad National Institute of Technology, Bhopal (M.P)

## NOTICE

Dean(SW)/ 7296

Date: 16/08/2024

The following faculty members are nominated to conduct selection of Class Representatives (CR) in assigned department/class/section as per given schedule/Timeline. Guidelines for constitution of student council along with necessary Proformas are enclosed for ready references. All HoDs are requested to ensure smooth conduction of the process. The class arrangement of engaged faculty be made accordingly.

DEPARTMENT	YEAR/CLASS/SECTION	NAME OF FACULTY INCHARGE	
CIVIL ENGINEERING	II <sup>nd</sup> C-1	Dr. Kamal Singh,	Dr. Vivek Garg
	II <sup>nd</sup> C-2	Dr. Priyanka Dhurvey	Dr. Neeraj Tiwari
	III <sup>rd</sup> C-1	Dr. M.K. Choudhary,	Dr. Kishan Dharavath
	III <sup>rd</sup> C-2	Dr. Raman Nateriya,	Dr. Rutuja M. Chavan
	IV <sup>th</sup> C-1	Dr. Ruchi Khare,	Dr. H.L. Tiwari
	IV <sup>th</sup> C-2	Dr. Pritikana,	Dr. Bivina G R
MECHANICAL ENGINEERING	II <sup>nd</sup> -M1	Dr. Vilas Warudkar,	Dr. Vinod Yadav
	II <sup>nd</sup> -M2	Dr. Ajay Verma,	Dr. Arvind Kumar
	II <sup>nd</sup> -M3	Dr. Ajay Pandey ,	Dr. Amit Telang
	III <sup>rd</sup> -M1	Dr. Akhilesh Soni ,	Dr. Manoj Arya
	III <sup>rd</sup> -M2	Dr. R.S.Rana,	Dr. Sudhanshu Kumar
	III <sup>rd</sup> -M3	Dr. P.K.Soni,	Dr. Vijay Panchole
	IV <sup>th</sup> -M1	Dr. Atul Lanjewar,	Dr. Akhilesh Barve
	IV <sup>th</sup> -M2	Dr. Vishal Parashar,	Dr. Abhinav Varshney
IV <sup>th</sup> -M3	Dr. T.N. Verma,	Dr. Narendra Gajbhiye	
ELECTRICAL ENGINEERING	II <sup>nd</sup> E1	Dr. Anoop Arya,	Dr. G Srinivasulu
	II <sup>nd</sup> E2	Dr. Amit Ojha,	Dr. Siddarth
	III <sup>rd</sup> E1	Dr. Pankaj Swarnkar,	Dr. M.Raju
	III <sup>rd</sup> E2	Dr. Priyanka Paliwal	Dr. Suresh Kumar Gawre
	IV <sup>th</sup> E1	Dr. Mukesh Kirar	Dr. Hemanth
	IV <sup>th</sup> E2	Dr. Giribabu Dyanamina	Dr. Punjan
ELECTRONICS & COMMUNICATION ENGINEERING	II <sup>nd</sup> E1	Dr. Dheeraj K. Agrawal	Dr. Manish Kashyap
	II <sup>nd</sup> E2	Dr. Laxmi Kumre ,	Dr. Bhawna P. Srivastava
	III <sup>rd</sup> E1	Dr. Vijayshree Chourasia,	Dr. Alpana Pandey
	III <sup>rd</sup> E2	Dr. Sukeshni Tirkey,	Dr. Om Prakash Meena
	IV <sup>th</sup> E1	Dr. Lalita Gupta,	Dr. Sangeeta Nakhate
	IV <sup>th</sup> E2	Dr. Akkala Shbba Rao,	Dr. R.K. Chaurasiya
COMPUTER SCIENCE ENGINEERING	II <sup>nd</sup> CSE 1	Dr. Akhtar Rasool,	Dr. Shweta Jain
	II <sup>nd</sup> CSE 2	Dr. Rajesh Wadhwani,	Dr. Namita Tiwari
	II <sup>nd</sup> CSE 3	Dr. Bhola Nath Roy,	Dr. Saritha Khethawat
	III <sup>rd</sup> CSE 1	Dr. Sanyam Shukla,	Dr. Dharendra P Singh
	III <sup>rd</sup> CSE 2	Dr. Manasi Gyanchandani,	Dr. Vijay B Semwal
	III <sup>rd</sup> CSE 3	Dr. Vaibhav Soni	Dr. Jaytrilok Choudhary
	IV <sup>th</sup> CSE 1	Dr. Manish Pandey,	Dr. Pragati Agrawal
	IV <sup>th</sup> CSE 2	Dr. Rupak Kishor ,	Dr. Mithul Abirwal
	IV <sup>th</sup> CSE 3	Dr. Sumit H. Dhawane,	Dr. Jyoti Bharti

MSME	II <sup>nd</sup> III <sup>rd</sup> IV <sup>th</sup>	Dr. Ramesh Kumar Nayak, Dr. C. Sasi Kumar, Dr. Ramkishor Anant,	Dr. Jay Mant Jha Dr. Jayashree Baral Dr. Mangesh Lodhe
CHEMICAL	II <sup>nd</sup> III <sup>rd</sup> IV <sup>th</sup>	Dr. Sunder Lal Pal, Dr. Bharat Modhera, Dr. S. Suresh,	Dr. K. Suresh Dr. Rajeev Parmar Dr. Subhajit Patra
PLANNING	II <sup>nd</sup> III <sup>rd</sup> IV <sup>th</sup>	Dr. Neha Kolhe Dr. Surabhi Mehrotra Dr. Anuj Jaiswal	
ARCHITECTURE	II <sup>nd</sup> -A II <sup>nd</sup> -B III <sup>rd</sup> -A III <sup>rd</sup> -B IV <sup>th</sup> -A IV <sup>th</sup> -B V <sup>th</sup> -A V <sup>th</sup> -B	Dr. Bulbul Shukla Dr. Navneet Manoth Dr. Preeti Onkar Dr. Rahul Tiwari Dr. Vicky Lalramsangi Dr. Arshi Parashar Dr. Anugrah Anilkumar Nagaich Dr. Supriya Vyas	
Mathematics Biological Science and Computer application (MBC)	II <sup>nd</sup>	Dr. Manoj Jha,	Dr. Dheerendra Mishra

**Note:**


1. HoDs may nominate additional/replace faculty in-charges, if necessary.

2. Briefing Session for Faculty In-charges: 20<sup>th</sup> Aug

3.30 PM

EED Auditorium

This bears the approval of Competent Authority, dtd. 16.08.24

  
डॉ. शैलेन्द्र जैन 16/08/24

Dean (SW)

To,

1. All HoDs
2. All Concerned through HoDs
3. Director for kind information
4. All concerned committee members