

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल (म.प्र.)
Office of Dean (Students Welfare)

Dean (SW)/25/8745

Date:-15/ 07/2025

Guidelines for the Constitution of Student Council of AY 2025-26

वर्ष 2025-26 के लिए छात्र परिषद के गठन हेतु दिशा-निर्देश।

Ref.: Guidelines for the Constitution of Student Council of AY 2024-25


Following modifications are made in the Guidelines for the Constitution of Student Council to be effective from AY 2025-26.

1. **Eligibility:** CGPA criteria for eligibility (both CR and Council Office bearer) will be ≥ 8.0 , in place of ≥ 7.5 .
2. **Recommendation:** Candidates willing to contest for Office Bearer position are required to submit nomination with the recommendation from one faculty and HoD of the respective department.
3. **Executive Member (Ex-officio):** General Secretary & Secretary (Alumni) [3rd Year positions] of previous year Student Council will be nominated as **Executive Member (Ex-officio) for the next year council.**
4. **CRs of 1st Year:** will be selected/elected from each section during second/third week, after start of the classes, coordinated by the 1st year coordinator. Two representatives (highest JEE Rank among CRs) will be considered as the member of Student Council.

Rest of the guidelines will remain same as approved for AY 2024-25. New guidelines effective from AY2025-26, including above modification, is enclosed.


Authority: Director approval dated: 4088/11.07.2025

Enclosure: Guidelines for AY 2025-26


15/7/25
डॉ शैलेंद्र जैन
Dean (SW)

To,

1. All HoDs/Deans (Guidelines for AY2025-26 sent via email)
2. Registrar
3. PA to Director for kind information of Director
4. Website I/c for uploading on institute website

	<h2 style="margin: 0;">STUDENT COUNCIL OF MANIT BHOPAL</h2> <h3 style="margin: 0;">छात्र परिषद</h3> <h2 style="margin: 0;">Guidelines (AY 2025-26)</h2>
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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 Associate Dean(s) FI (s)	Director Dean Student Welfare 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 st 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 Executive Member, MA/MSc Executive Member, Ph.D.	Second Year (II), One student of any branch Second Year (II), One student of any branch Second Year (II), Ph.D. One student of any branch
	Executive Member (Ex-officio)	General Secretary & Secretary (Alumni) of previous year Student Council.

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 GoI 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 CRs.
- 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 1st Year will be selected/elected as per point 3 above in the 2nd/3rd week after start of classes, by the 1st year coordinator.** Two representatives (highest JEE Rank among CRs) will be considered as the member of Student Council.
6. For P.G/Ph.D. student's representation, the concerned HOD will select one CR from their respective departments. Highest CGPA candidate among them will be the member of council.
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 **specified 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 8.00 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.
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.

Maulana Azad NIT Bhopal (MP)
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Office of Dean (Students Welfare)

(REVISED-July 25)

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-July 25)
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)

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 st Year	2 nd Year	3 rd Year	4 th 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	

Undertaking (by the Candidate)

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I undertake that -

- (i) I am a regular student of the Institute, and my CGPA is ≥ 8.0 .
- (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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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 st Year	2 nd Year	3 rd Year	4 th Year
Bonus 02 marks/points will be awarded for each of the following				
1. CGPA \geq 8.50.			2. Hold the position of CR in previous years	

Undertaking (by the Candidate)

I undertake that -

- (i) I am a regular student of the Institute, and my **CGPA is \geq 8.0.**
- (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, propose the candidature of Mr./Ms. _____ Sch No _____

to the position of _____

Date: _____ Name & Scholar No _____

Signature of the Proposer _____

Recommendation of Faculty & HoD of the Department

Signature & Seal of HoD (with date)

Name & Signature of the Faculty Member

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
