



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

F. No.GGSIPU/DSW/Students' Council/2024/636

Dated: 11.09.2024

ELECTION SCHEDULE

CONSTITUTING THE STUDENTS' COUNCIL FOR THE ACADEMIC YEAR 2024-25

1. Objectives of Students Council:
 - ❖ To increase student involvement and University pride.
 - ❖ To develop not only leadership abilities within the youth of today, but also leadership for the community, state and nation of tomorrow. In this process, it is also the objective to develop an awareness of good leadership qualities, hopefully, for a more informed, concerned and active citizenry of tomorrow.
 - ❖ To develop student potential and encourage to make a well-informed, honest, interested and active citizenship.
 - ❖ To improve understanding between and within groups through interaction and communications.
 - ❖ To provide a viable means for student expression and an increasing amount of self-direction.
 - ❖ To promote an awareness of human relations, of power structures and how one effectively operates within them. These objectives are realistically approached through increasing avenues of cooperation among the administration, faculty and students.
 - ❖ To promote respect for law and order and general welfare of the school and community.
 - ❖ To contribute to the educational experiences of students by providing them with a positive involvement in the school, with widened areas of responsibilities and with more direct participation in organizing and implementing activities.
 - ❖ To provide a living workshop of democratic processes, through such activities as elections, participation in a constitutional representative assembly, etc.
 - ❖ To encourage personal growth of leaders through participation in district, state and national meetings and organizations.
 - ❖ To develop and provide opportunities for leadership and service in the local school and in the community.
 - ❖ To initiate, implement, and complete projects and activities which will be of help to the school, the students, the faculty, the administration, the Board of Trustees and the community.
2. This is to inform to all the students of USS that the University is in the process of constitution of Students' Council for the year 2024-25. **The Council shall have the following two representational constituents:**

Procedure of Election

(1) **Procedure for election of School Representative (Academic):**

All the pre-final year academic toppers of each course in each USS will elect a School Representative (Academic) according to notified schedule in the presence of Dean and Returning Officer in each USS. The Dean of USS will notify a list of pre-final year academic toppers on the basis of combined CPI in each course, which may be obtained from the Examination Division before the election. After election of SR (Academic) the Dean of the USS will intimate the result of the election to the Chief Election officer and Director, Students' Welfare

(II) **Procedure for Election of School Representative (General)**

All eligible students will elect a class Representative in each classes/section of the USS according to notified schedule in the presence of Dean and Returning officer. Subsequently, the Dean of the USS will held a meeting of all CRs for electing a School Representative (General). After election of SR General, the Dean of the USS will intimate the result of the election of CR and SR to the Chief Election Officer and Director, Students' Welfare

(iii) **Student Representatives by Nomination:**

- a. 15 (Fifteen) Students nominated by the Directorate of Student's Welfare from amongst the applicants invited by publicly notified open applications.(11 from Dwarka Campus and 04 from East Campus)

3. **Schedule of Election:**

(i) **School Wise Election of Class Representatives/School Representatives:**

Activity (s)	Date of Activity (s)
Commencement of filing of nominations in prescribed format to be submitted in respective USS (Appendix I)	Friday, 13.09.2024
Last date for filing nominations	Wednesday, 18.09.2024 (Upto 2.00 p.m.)
Last date for withdrawal of nominations	Thursday, 19.09.2024 (Upto 2.00 p.m.)
Display of List of Eligible Candidates for election	Friday, 20.09.2024
Elections through ballot	Monday, 23.09.2024 (1.00 p.m. to 2.00 pm.)
Declaration of results (CRs)	Monday, 23.09.2024 From 02.00 PM onwards
Declaration of results (SRs)	Monday, 23.09.2024 before 05:30 PM

(ii) **Selection of Nominated members by the Directorate of Students Welfare:**

Activity (s)	Date of Activity (s)
Inviting applications (to be submitted at O/o Directorate of Students Welfare) (Appendix II)	(Tuesday) 17.09.2024 to Monday, 23.09..2024 by 05:00 P.M.
Personal Interaction with the Directorate of Students Welfare	Tuesday, 24.09.2024 at 12:00 noon. at O/o Directorate of Students Welfare
Display of Nominated Members at DSW Notice Board	Wednesday, 25.09.2024

(iii) **Election of Office Bearers of Students' Council**

Activity (s)	Date of Activity (s)
Inviting Nominations	Thursday, 26.09.2024
Last date for filing nominations in DSW office: (Appendix III)	Monday, 30.09.2024 till 05.00 PM

Last date for withdrawal of nomination:	Tuesday, 01.10.2024 till 01.00 PM
Display of List of Eligible Candidate on DSW Notice Board	Tuesday, 01.10.2024 till 04.00 PM
Election through ballot, if required:	Thursday, 03.10.2024 at 02.30 PM

4. **Eligibility Conditions for Election of CR:**

- a) There will be 02 (Two) Class Representatives from each section of the programme (01 girl student and 01 open for all)
- b) Only those students shall be eligible for contesting/proposing for the post of CR who:
- (i) Do not have any supplementary/back in any of the subjects of any semester/year.
 - (ii) Have no disciplinary enquiry or action taken and pending against them
 - (iii) Have the potential to actively work for the overall development of the University
 - (iv) Have not been detained from the examination for shortage of attendance

5. **Nomination by Directorate of Students Welfare:**

As per the constitution of Students' Council, 15(Fifteen) (11 from Dwarka Campus and 04 from East Campus) students of the University Schools of Studies are to be nominated by the Directorate of Students' Welfare on the basis of their performance and organizational skills in different extra-curricular activities like, cultural events, programmes of various clubs under Srijan and participation & achievements in Sports etc. Academic performance of the students will not be the only criteria for their nomination to the Students' Council but also their records in respect of conduct/discipline and potential of contribution & zeal for participating in welfare activities will be considered at the time of recommendation for nomination.

Eligibility Conditions:

Only those students shall be eligible for nomination who:

1. Do not have any supplementary/back in any of the subjects of any semester/year.
2. **Have no disciplinary enquiry pending or action taken against them.**
3. Have not been detained from the examination for shortage of attendance
4. Have the potential to actively work for the overall development of the University

The students, who have been found indulging in acts of indiscipline, misconduct, ragging or any such activities, shall not be considered for nomination in Students' Council.

The students, who want to be considered for nomination in Students' Council, may submit an application in prescribed format alongwith copy of all previous semesters' marksheets and certificates of participation in different extracurricular activities duly forwarded by the respective Dean of USS to this effect as per Schedule mentioned at 3 (ii).

It is also informed that all the students, who have submitted their application for nomination to the Students' Council 2024-25 will have to appear before the Committee for personal interaction as per schedule mentioned at 3(ii). The

students are advised to bring all the original testimonial, certificates/documents based on which the nomination is sought.

6. **Rules and Regulations for the election of Students' Council**

- i. The elections would be conducted School wise through a School Returning Officer.
- ii. The election would be held through secret printed ballot.
- iii. The nomination form must be obtained and submitted to the respective Returning Officer of School.
- iv. The candidates are strictly required to follow the following norms:
 - ❖ No posters are allowed in the university campus.
 - ❖ No group canvassing for election is allowed in university campus.
 - ❖ No election related activities, which may interfere with academic activity/ambience, are allowed.
 - ❖ No damage to the public property.
- v. A copy of the self attested marks sheet issued by the University for all the previous years for which the candidate has appeared and passed must be attached with the nomination form without which the form would be rejected.
- vi. The candidate has to submit an undertaking stating that he/she do not have any supplementary/back in any of the subjects of any semester/year, has no disciplinary enquiry or action taken and pending against him, will work actively for the overall development of the University and has not been detained from the examination for shortage of attendance. In the absence of this undertaking, the nomination form shall be rejected.
- vii. The Returning Officer will conduct the election in the School with the help of a team of faculty/staff member nominated by the Dean.
- viii. The students must submit the nomination form, complete in all respects to the School Returning Officer by the due date.
- ix. The list of students who are eligible voters shall be displayed by the School Returning Officer in the respective School Notice Board. Any issues/discrepancies in this regard must be taken up with the School Returning Officer and the Dean of the School. Voter list will be common for both open and girl seat candidate.
- x. The withdrawal from the nomination must be submitted in writing to the School Returning Officer by the due date.
- xi. Any form or withdrawal submitted after the due date will not be accepted.
- xii. Incomplete nomination forms shall be summarily rejected by the School Returning Officer.
- xiii. The candidates filing nominations/proposers must be bonafide full-time students of the USS in the current academic session.
- xiv. In a given class, if the majority of the students votes for "None Found Suitable", No contestant for the said class shall be declared

as elected and there shall not be any elected representation from the said class for a year of election.

- xv. The students must bring with them their ID cards issued by the University to establish their identity. In case, it is not available, a certificate of *bonafide* student issued by the Dean or its nominee may be produced. In the absence of any of these, the student will NOT be allowed to cast his ballot.
- xvi. Every candidate must have at least two proposers as indicated in the Nomination form.
- xvii. One individual can proposer only one candidate for a post only from the same section and year i.e. a first year student of MBA can nominate only one student from first year MBA section only.
- xviii. If an elected candidate incurs any grounds for ineligibility, he/she shall cease to be the elected person for the purposes of the student's council as and when such ineligibility occurs.
- xix) Any discrepancies not settled at the level of School Returning Officer must be brought to the knowledge of the Chief Election Officer.
- xx) In any election related disputes, the decision of the Director, Directorate Student's Welfare shall be final.

7. **All Deans of University School of Studies are requested to kindly take note of the following:**

- a) You are requested to extend support for conduct of the election to the School Returning Officer as appointed by the Competent Authority.
- b) Each School will send three School Representatives to the Student Council to be elected through election of CRs and School Representatives i.e. 01 from amongst the academic topper of the pre-final year of each course of the USS and 02 (01 only girl Student and 01 open for any student either boy or girl).
- c) You are requested to finalise the list of students on rolls of the School who are eligible to vote. The list may also be displayed on Notice Board.
- d) In the first stage, the election of CR is to be completed. Once the CRs are declared elected, the respective Dean of the School would hold a meeting of all the elected CRs and all toppers of the Pre-final year of each course of the School for electing a School Representative for constituting the Student Council. The result of the election of School Representatives with their Name, Enrolment No., Course, and Semester & Mobile No. should be communicated to the Directorate of Students Welfare/Chief Election Officer latest by 23.09.2024 before 05:00 PM.
- e) For electing the School Representative, the following norms should be followed:
 - i. The School Representatives should be elected through voting process of CRs.
 - ii. In case of a tie, the election should be made by draw of lots.
- f) Reschedule the classes on 23.09.2024 to facilitate election from 1.00 p.m. to 2.00 p.m. and permit the students to cast their ballots in their respective school.
- g) You are requested to provide necessary stationary for conducting the election.

8. The detail of the Chief Election Officer, Core Committee & Returning Officers of respective schools is as under:

Chief Election Officer:


Prof. A. K. Saini, USMS	Chief Election Officer	Room No. DFR-202 Ph. 011-25302608 Email-aksaini1960@gmail.com
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Core Committee:

1. Prof. Manpreet Kaur Kang, Director, SW
2. Prof. C.S Rai, USICT-Member
3. Prof. Anuj Kumar Vaksha, USLLS- Member
4. Prof. Vandana Singh, Associate Director, SW
5. Dr. Gaurav Talan, Associate Director, SW

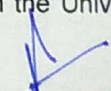
Returning Officers:

S.No.	Name of the Returning Officer	Designation	USS
1.	Sh. Akhil Das	Assistant Professor	USAP
2.	Sh. Shiv Ram Meena	Assistant Professor	USICT
3.	Dr. Sanjay K. Das	Associate Professor	USEM
4.	Dr. Neelu Mehra	Professor	USLLS
5.	Dr. Naresh Vats	Associate Professor	USHSS
6.	Dr. Amit Ahuja	Associate Professor	USE
7.	Sh. Mukesh Kumar	Assistant Professor	USBAS
8.	Dr. Sanjukta Nath	Assistant Professor	USLA
9.	Dr. Amit Sharma	Associate Professor	USMS
10.	Dr. Ram Singh Purty	Professor	
11.	Mr. Sayan Chatterjee,	Assistant Professor	USBT
12.	Dr. Ankita Tehlan	Assistant Professor	
13.	Dr. S.K Sharma	Professor	USCT
14.	Dr. Sachin Bharti	Associate Professor	USMC
15.	Dr. Rahul Johri	Associate Professor	
16.	Dr. Mahesh Chand	Assistant Professor	
17.	Dr. Sumit Chaudhary	Assistant Professor	USAR
18.	Dr. Deepak Tripathi	Assistant Professor	
19.	Dr. Nikhilesh Sharma,	Assistant Professor	
20.	Dr. Tiju Thomas	Assistant Professor	USDI
21.	Dr. Ahmadullah khan	Assistant professor	


(Prof. Manpreet Kaur Kang)
Director, Students' Welfare

Copy to:

- i) All Deans, University Schools of Studies, GGSIPU
- ii) All Returning Officers
- iii) AR to Vice Chancellor – for information of the Hon'ble Vice Chancellor
- iv) AR to Registrar - for information of the Registrar
- v) All Notice Boards of the University
- vi) In-charge, Server Room- with the request to upload this notice on the University Website under the link of the Students' Welfare.


(Surinder Singh)
Section Officer (SW)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
NOMINATION FORM FOR THE ELECTION OF CLASS REPRESENTATIVE
(ACADEMIC YEAR 2024-25)

Category of Post Applied for : Girl's Seat Open Seat

UNIVERSITY SCHOOL NAME: _____

Programme Name: _____ Year _____

(Batch): _____

A. Candidate's Details:

Name:.....

Enrollment No:

Class Studying in:.....

Father's name:

Address:.....

.....

Mobile No.

Email:.....

Do you have any supplementary/back in any of the subjects of any semester/year : Yes/No
(Please enclose marksheets of all semesters of the programme)

Do you have the potential to actively work for the overall development of the University : Yes/No

Have you been detained from the examination for shortage of attendance : Yes/No

Do you have any disciplinary enquiry or action taken and pending against you : Yes/No

B. Proposer's Details: (Minimum 2 Proposers Required)

PROPOSER -1

Name:.....

Enrollment No.....Class Studying in:.....

Father's Name:.....

Address:.....

.....

Mobile No.

Email:.....

Do you have any supplementary/back in any of the subjects of any semester/year : Yes/No

Do you have any disciplinary enquiry or action taken and pending against you : Yes/No

Have you been detained from the examination for shortage of attendance : Yes/No

Proposer-1 Signature:

PROPOSER - 2

Name:.....

Enrollment No.....Class Studying in:.....

Father's Name:.....

Address:.....

.....

Mobile No.

Email:.....

Do you have any supplementary/back in any of the subjects of any : Yes/No
semester/year

Do you have any disciplinary enquiry or action taken and pending : Yes/No
against you

Have you been detained from the examination for shortage of : Yes/No
attendance

Proposer-2 Signature:

Declaration:

1. I hereby declare that the information given above is true and correct to the best of my knowledge. In case any information provided above is found to be incorrect, my candidature may be cancelled.
2. I have read all the rules and regulations of this election and shall abide by them in letter and spirit.
3. I undertake to conduct myself in the manner as worthy of a student and more so a candidate for representation of the students community. I shall always abide by the rules and regulation of the university and shall work for the good of the university.

(Signature of the Candidate)

Date:_____

(Incomplete nomination forms shall be summarily rejected)

Note:

1. The nomination form should be completed in all respect along with self attested photocopies of all previous semesters' mark sheets.
2. Incomplete nomination forms shall be summarily rejected.
3. The nomination form must be submitted to the returning officer of the concerned school.
4. No late nomination shall be accepted.

(For use of Returning Officer only)

Nomination of Mr./ Ms._____ is accepted / rejected.

(Please mention reason, if rejected

:_____)

Place:

(Signature of Returning Officer)

Date:

Time:



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Application Form for nomination in Students' Council 2024-25

Name of Student _____

Enrollment no _____

Name of Programme _____ Semester _____

Name of School _____

Address _____ Mobile No _____

Email _____

PASTE
RECENT
PASSPORT
SIZE PHOTO
HERE

Detail of awards & achievements in any sports/co-curricular activities

I hereby declared that

- (i) No supplementary / back paper or failed in any of the subjects of any semester/year.
- (ii) No disciplinary enquiry or action taken and pending against me.
- (iii) I have not been detained from the examination due to shortage of attendance.

Please state in a separate sheet (maximum 200 words) that why are you suitable for nomination as a member of Students' Council and enclose all previous semesters' marksheets & certificates of participation in different extracurricular activities

(Signature of Student)

Date:

Forwarded by:

Dean, USS

Note: The nomination form must be submitted to the O/o DSW



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ELECTION TO THE POSTS OF OFFICE BEARER AND MEMBER OF THE EXECUTIVE COMMITTEE OF STUDENTS' COUNCIL (ACADEMIC YEAR 2024-25)

NOMINATION FORM

For Nomination:

I hereby nominate Mr..... for the post of President/Vice President/General Secretary/Member of the Executive Committee of the Student Council of the University for the Academic Year 2023-24.

Enrolment No.

Name

Name of the USS:.....

Programme Name:.....

Mobile No. Email:.....

Paste recent
passport size
photo of
Nominator

Signature of Nominator

For Candidate:

I agree to accept, if elected, the post of President/Vice President/General Secretary/Member of the Executive Committee of the Student Council of the University for the Academic Year 2023-24.

Enrolment No.

Name

Name of the USS:.....

Programme Name:.....

Mobile No. Email:.....

Paste recent
passport size
photo of
Candidate

Signature of candidate

Declaration by the Candidate:

I hereby undertake to abide by the election rules and regulations of Student Council. I shall work for the overall development of the University. I do not have any supplementary/back in any of the subjects of any semester/year. I do not have any disciplinary enquiry or action taken and pending against me. I have not been detained from the examination for shortage of attendance at any time. I hereby declare that the information given above is true and correct to the best of my knowledge. In case any information provided above is found to be incorrect, my candidature may be cancelled.

Signature of the Candidate:

Date:.....

Note:

1. Incomplete nomination forms shall be summarily rejected.
2. A member of the Student Council can nominate only one member for the post of President/Vice President/General Secretary.
3. In case any member nominates more than one member for the same post, all the nomination forms shall be rejected.
4. In case of nomination for Member of the Executive Committee, the nominator and the nominee should be from the same USS.
5. A candidate can contest for one post only. In case a candidate files nomination for more than one post, he/she shall be declared 'Not Eligible' for contesting the election.
6. The nomination form must be submitted to the O/o DSW
7. In case of a tie, the election shall be done by draw of lots.