

**STUDENT COUNCIL (REVISED GUIDELINES  
FOR THE ACADEMIC YEAR 2017 - 2018 ONLY)**

**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:**

**The Director will be Chief Patron and Dean, Student's Welfare will be the Patron of the Students Council.** The Student Council will have an **Executive Committee** and Class/Section Representatives. The Executive Committee shall consist of the following Office Bearers, who are directly elected by all the students of B. Tech. / M. Tech / M. Sc. & M. Sc. Tech., / MBA / MCA

**EXECUTICE COMMITTEE**

1. PRESIDENT : From Final Year B. Tech. Students
2. VICE - PRESIDENT (TWO) : One from Second Year M. Tech. students  
One from Second Year of M. Sc. /MBA / 3<sup>rd</sup> Year MCA or M. Sc. Tech. Students
3. GENERAL SECRETARY : From 3<sup>rd</sup> year B. Tech. Students
4. ADDITIONAL SECRETARIES (TWO) : One from First Year M. Tech. students  
One from First Year of M. Sc. /MBA / First or Second Year MCA or M. Sc. Tech. Students
4. JOINT SECRETARY : From Second Year B. Tech. Students

**CLASS REPRESENTATIVES:**

1. One student from each section of First Year B.Tech.
2. One student from each Branch of Second Year B.Tech.
3. One student from each Branch of Third Year B.Tech.
4. One student from each Branch of Final Year B.Tech.
5. The number of Class Representatives from different branches for M.Tech. students shall be as follows:

Civil Engineering	3(ES+CTM, WRE+EE+RS&GIS)	GTE+TE,
Electrical Engineering	1	
Mechanical Engineering	3(TE+ME, AE+MSED+AM)	MD+CIM,
Electronics & Communication Engineering	1	
Metallurgical & Materials Science	1	
Chemical Engineering	1	
Computer Science & Engineering	1	
6. One P.G. student from each Science Department.
7. One student from M.C.A. course.
8. One student from M.B.A. course.
9. Five students are to be nominated by the Director representing various sections of student community such as foreign students, girl students etc.

**NOTE:** Research Scholars are not part of the Students Council

### **DUTIES AND RESPONSIBILITIES OF THE COUNCIL**

1. Calling applications from Poor students for financial aid and scrutinizing & recommending the eligible candidates to the Institute authorities for sanction of financial aid from Student Aid Fund.
2. Smooth conduct of the Institute Annual Day every year.
3. Smooth conduct of Foundation Day every year.
4. Smooth conduct of Fresher's day every year.
5. Prevention of ragging on the campus through counseling senior students, helping the administration whenever necessary.
6. Suggesting the administration to improve the student amenities to improve their career and personality.
7. Helping the administration in smooth conduct of student activities on the campus.
8. Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars / symposia / workshops etc.
9. Encouraging innovative and creative skills of the undergraduate and post - graduate students.
10. Organize the Sramadan programs on the campus to improve the cleanliness and greenery.
11. Any activity to improve the knowledge and skills of the campus students.
12. Maintenance of peace and harmony among campus community in general and student community in particular.
13. Arrange expert lectures from eminent persons in the society for career and personality development.

### **ELECTION OF STUDENTS FOR COUNCIL**

- The Dean, Students' Welfare will be the Presiding Officer for conducting the Election of the Office bearers and Class Representatives of the Students Council.
- The date of election will be intimated by the Presiding Officer, which will normally be during the second/third week of 1<sup>st</sup> semester of every academic year,
- The Faculty - in - Charge of the class will go to the class and call for applications from the students and conducts election and announces the result of the Class Representatives immediately. The elected candidate will represent the class in the council for that academic year.
- The ballot papers pertaining to the Executive Committee shall be sealed and sent to the Presiding Officer immediately.
- For P.G. students representatives, the concerned HOD or his nominee will conduct the election.
- After the counting of the ballot papers pertaining to Office Bearers, the student council is constituted by order of the Director on the recommendation of Dean, Students' Welfare.
- The student council will start functioning after taking the oath.
- The Student Council ceases to exist after the institute day for that academic year.

### ELIGIBILITY CRITERIA FOR CANDIDATES

- Under graduate students between the ages of 17 to 22 years may contest elections. For P.G. Students, the maximum age limit would be 25 years.
- Candidate in no event shall have any academic backlogs.
- The candidate shall not have a previous criminal record.
- The candidate shall not have been subject to any disciplinary action by the Institute authorities.
- The candidate must be a regular and full time student of the Institute.
- The candidate should not have any dues to Institute and Hostels.
- The students who are carrying out their dissertation / project work including those who have fellowships from outside the country will not be eligible to contest the elections..

### 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 print material for the purposes 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.
- In general, all candidates must obey the code of conduct of candidates mentioned under 6.7 of recommendations of Mr. J.M. Lyngdoh committee report "Recommendations and suggestions relating to Students' Union Elections".
- All activities of students and candidates will come under the scrutiny of recommendations of Mr. J.M. Lyngdoh committee report "Recommendations and suggestions relating to Students' Union Elections".

### GRIEVANCES REDRESSAL CELL

1. **Dean Students Welfare** : **Chairman**
2. **Senior most faculty of the institute** : **Member**
3. **Registrar** : **Member**
4. **Final year boy student** : **Member**  
( Who got a highest GPA up to Third year)
5. **Final year Girl student** : **Member**  
(Who got a highest GPA up to Third Year)

- 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 grievance cell.
- This cell shall serve as court of original jurisdiction.
- Members of the grievances cell are prohibited from filing complaints.
- This cell should work as per the guidelines mentioned under section 6.8 of recommendations of Mr. J.M. Lyngdoh committee report "Recommendations and suggestions relating to Students' Union Elections.

### MODE OF ELECTIONS

Director will appoint Faculty - in - Charges for each class / section at the beginning of every academic year on the advice of Dean Students' Welfare.

Dean Students' Welfare will announce the date and time of election of Office Bearers and class / section representatives at the beginning of the academic year.

On this day, the Faculty - in - Charges of the class / section should hold the elections as per the guidelines provided to them and send the name of the selected class representative to the Dean of Student Welfare in sealed cover along with ballot papers pertaining to the Office Bearers.

On completion of the counting process and declaring the elected candidates for the posts of President, Vice - Presidents, General Secretary, Additional Secretary, Joint Secretary, the Dean Students' Welfare will recommend the constitution of student Council consisting of the elected Office bearers and the Class / Section Representatives for that academic year to the Director.

Director will then approve and constitute the Student Council, which will start functioning for that academic year.

**NOMINATION PAPERS FOR....., STUDENTS COUNCIL**

I....., S/o, D/o....., a student of .....year B. Tech., / M. Tech., / M. Sc. / M. Sc. Tech. / MCA / MBA, .....branch, bearing Roll No..... and residing in the Room No.....of..... Hostel Block, PROPOSE the name of Mr. / Ms. .... a student of .....year B. Tech., / M. Tech., / M. Sc. / M. Sc. Tech. / MCA / MBA, bearing Roll No....., for the post of ....., Students Council for the academic Year 2017 - 2018.

I declare that:

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 have I 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 and any false statement will disqualify me from holding any positions in the Students Council.

**SIGNATURE OF THE PROPOSER**

**ENCLOSURES TO THE NOMINATION PAPERS**

1.	Registration slip for the current academic year	
2.	Copy of the Institute Identity Card	

NOMINATION PAPERS FOR..... , STUDENTS COUNCIL

I....., S/o, D/o....., a student of .....year B. Tech., / M. Tech., / M. Sc. / M. Sc. Tech. / MCA / MBA, .....branch, bearing Roll No..... and residing in the Room No.....of.....Hostel Block SECOND the name of Mr. / Ms. .... a student of .....year B. Tech., / M. Tech., / M. Sc. / M. Sc. Tech. / MCA / MBA, bearing Roll No....., for the post of....., Students Council for the academic Year I declare that:

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 have I 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 and any false statement will disqualify me from holding any positions in the Students Council. .

SIGNATURE OF THE SECONDER

ENCLOSURES TO THE NOMINATION PAPERS

1.	Registration slip for the current academic year	
2.	Copy of the Institute Identity Card	

**NOMINATION PAPERS FOR ....., STUDENTS COUNCIL**

I....., S/o, D/o....., a student of .....year B. Tech., / M. Tech., / M. Sc. / M. Sc. Tech. / MCA / MBA, ..... branch, bearing Roll No..... and residing in the Room No.....of.....Hostel Block, .willing to be a candidate for the post of ....., Students Council for the academic Year 2017 - 2018.

I declare that:

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 have I 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 and any false statement will disqualify me from holding any positions in the Students Council. .

**SIGNATURE OF THE CANDIDATE**

**ENCLOSURES TO THE NOMINATION PAPERS**

1.	Registration slip for the current academic year	
2.	Grade Sheets upto the II semester of the previous academic year	
3.	Copy of the Institute Identity Card	