



OFFICE OF THE DEAN STUDENT AFFAIRS

CIRCULAR

Nominations are invited from eligible students for the following posts of Office Bearers of Students Activities Council for the academic year 2017-18 for which the schedule is given below:

Last date for nomination : 15th July, 2017 04:00 PM.
Selection of eligible candidates from each section : 17th July, 2017 01:30 PM.
Core Committee selections : 18th and 19th July, 2017
Organising committee selections and result : 20th July, 2017
Timings of selections : 04:00 PM to 07:00 PM

STUDENT ACTIVITIES COUNCIL

CORE COMMITTEE				
Sl.No	Name of the Post	Eligibility for Candidates	Number of Posts	Eligibility criteria
1	President	Open - Final year B.Tech	1	<ul style="list-style-type: none"> Backlogs not more than: 4 for final yr 3 for third yr 2 for second yr No involvement in any of the in disciplinary (Hostel/Institute level) actions.
2	Vice President 1	Open Third years of B.Tech/BCA/BBA	1	
3	Vice President 2	Reserved for Girl Third year of B.Tech/BCA/BBA	1	
4	Vice President 3	Open - Reserved to PG Second year of M.Tech/MCA/MBA	1	
5	General Secretary	Open Third years of B.Tech/BCA/BBA	1	
6	Joint Secretary (UG)	Reserved for Girls Second years of B.Tech/BCA/BBA	1	
7	Joint Secretary (International Students)	Reserved for International Students	1	
8	Department Coordinator (from each branch)	Open Third years of B.Tech/BCA/BBA	10	
9	Treasurer	Open Third years of B.Tech/BCA/BBA & Second year of M.Tech/MCA/MBA	1	

ORGANISING COMMITTEE						
Sl.No	Name of the Department	Eligibility for Candidates	No. Of Posts			Eligibility criteria
			Secretaries	Dep.Sec.	Coordinators	
1	Culturals	Secretaries:	2	3	6	<ul style="list-style-type: none"> Backlogs not more than: 3 for third yr 2 for second yr No involvement in any of the in disciplinary (Hostel/Institute level) actions.
2	Literary	Open	1	2	6	
3	Fine Arts	Third year UG &	1	2	6	
4	Public Relations	Second year PG	1	2	6	
5	Technical	Deputy Secretaries:	1	2	6	
6	Logistics	Open Second year UG	1	2	6	
7	Media	Coordinators:	1	2	6	
8	Stage Management	Open Second year UG	1	2	6	

Students who wish to participate must submit the following to the Class coordinator:

- Filled in nomination form.
- Consolidated marks list downloaded from portal and authenticated by counsellor.
- No objection certificate as per prescribed format.

Nomination form and No objection certificate are available with department **DEO** and **Board of Student Affairs**

N. S. S. Rukmin
Dean Student Affairs

13/7/17

Copy to:
 PA to Chairman; PA to Vice Chairman
 Vice-Chancellor;
 Registrar; All Deans and Directors;
 All HoDs with request to display in the notice boards
 All Notice boards (Institute and Hostel)
 Hostel Warden with request to display in Hostel/Mess notice boards.



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SELECTION PROCEDURE

Step I: Nomination from Section:

- Nominations will be taken from the students from each section. If there are more than two nominations from each section then the class coordinator along with the counsellors of that particular section will select two students from the particular section. It is to be made sure that two students are representing from every section.

Step II: Answering the Questionnaire for short listing:

- The selected students from all the sections should answer the series of questions given to them based on which their knowledge of handling the responsibility of a particular post is assessed.

Step III: Short listing:

- All these applications from the nominees will be scrutinized by the Faculty Advisory panel (BoSA members) and the candidates will be shortlisted based on their credentials submitted. The list of shortlisted students in all the categories will be displayed.

Step IV: Presentation before the panel:

- The shortlisted students have to present themselves showcasing their credentials before the selection panel and the selected students from all the sections for final selection.

Details of recruitment process:

- The student will be recruited for a post by the panel looking at his/her public support as well as his/her credibility.
- The student will be graded on a scale of 10 at the end of the process and whichever candidate gets the highest score will be selected for the respective post.

The weight-age for several factors considered to scale of 10 is as follows-

- 40% of weight-age will be given to the percentage of votes secured by the candidate from student electorate.
- 60% of weight-age will be given to percentage of votes secured by the candidate from the panel members.
- These factors are considered and summed up to a scale of 10.
- Candidate with highest score will be announced as the Office bearer for the post.

Finalising the score to 4 from voting by students:

- The electorate comprises of :
 - (Two selected students from all the sections (a) – shortlisted candidates (b))
- **Electorate : (a-b)**
- The percentage of votes obtained by the contestant will be scaled down to a score of 4.

Finalising the score to 6 from voting by panel:

- Panel comprises of BoSA members from all the departments.
- The panel will consider several criteria and evaluate every individual on the criteria listed, and then the panel members together will finalise the results.
- The percentage of votes obtained by the contestant from panel will be scaled down to a score of 6.

Finally the scores from both the phases of election process will be added and the candidate will be awarded the result on a 10 point scale.

A. S. S. Rukonin

Dean Student Affairs

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PA to Chairman; PA to Vice Chairman

Vice-Chancellor;

Registrar; All Deans and Directors;

All HoDs, with request to display in the notice boards

All Notice boards (Institute and Hostel)

Hostel Wardens with request to display in Hostel/Mess notice boards. 2