

PROFORMA FOR COMMUNICATION OF RESULT OF ELECTION OF SECRETARY OF STUDENTS' COUNCIL OF THE COLLEGE/INSTITUTION.

[To be communicated by hand delivery immediately after the election so as to reach the office of the Director of Students' Development Department not later than 4 days from the date of election]

To,
The Director of Students' Development,
Rashtrasat Tukadoji Maharaj Nagpur University
Chhatrapati Shivaji Maharaj, Main Primases
Building No 2, Maharajbag Square
Nagpur 440001

Sir,

This is to inform you that Shri/Smt./Kum. _____ bonafide student of this college studying in the class _____ in the academic session _____ has been duly elected as the Secretary of Students' Council formed under Section 99A [2][b] at the election held on _____. Information in respect of his/her age, sex, residential address, telephone no, educational background and extra curricular activities etc.is given below:

Name in full : _____
(In Capital Letters beginning with Surname)

Sex : Male / Female Phone/ Mobil No. : _____

Date of Birth : _____(in words _____)

Whether belonging to : Scheduled Castes /Scheduled Tribes/ O.B.C /V.J./N.T.
(enclosed an attested copy of the Certificate, if applicable)

Residential Address : _____

Educational Background of last Preceding Examination:

Examination	Board or University	Month & Year of passing exam	Marks Obtained [also give Total Marks]	Class [Division]	Rank / Merit if any

Extra-Curricular Activities : [Enclose attested copies of Certificates]

1. N.C.C.
 - a. Details of the Unit where enrolled : _____
 - b. Rank of Present : _____
 - c. No. of years for which he/she has undergone the training : _____
 - d. Details of the Camps attended : _____
 - e. Examination passed, if any, with grade obtained : _____
 - f. Prizes, Awards, Honours, if an : _____

2. N.S.S.
- Name of the Unit : _____
 - No. of Hours Completed : _____
 - Details of the camps Attended : _____
 - Prizes, Awards, Honours received if any : _____
3. Adult Education/Literacy Programme:
- No. of Hours Completed : _____
 - Details of Project, Work, if any : _____
 - Any other relevant Information : _____
4. Cultural Activities :
- Discipline and year of Participation in Inter-Collegiate Competition : _____
 - Name of the College from where Participated : _____
 - Prizes, Merits, Medals, Awards won If any : _____
(Inter-Collegiate/Inter-University/State/Zonal/National/Inter-National etc.) : _____
5. Sports
- Discipline and year of Participation in Inter-Collegiate Tournament : _____
 - Name of the College from where Participated : _____
 - Prizes, Merits, Medals, Awards won If any : _____
(Inter-Collegiate/Inter-University/State/Zonal/National/Inter-National etc.) : _____
6. Any Other Activities/Achievements : _____
(Please Specify)

Note : 1) Strike out which is not applicable . (2) Submit attested copies of the necessary documents of caste and or extra-curricular activities.

7. Specimen signature of the elected Secretary to be signed in presence of Principal /Dean/Director.

I certify that the election of the Secretary to the Students' Council was held as per the procedure laid down in Direction of the Hon'ble Vice-Chancellor issued in accordance with the provision of the Maharashtra Public University Act, 2016.

I, further certify that, the details given above are true and correct.

PLACE :
DATE :

Signature of the Principal/
Dean/Head of Institution

[With College Seal]