

**PROFORMA 'A'**

**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' Welfare not later than 5 days from the date of election ]

To

The, Director, Students' Welfare,  
Building No. 7 (Old Ph.D. cell),  
Chhatrapati Shivaji Maharaj Administrative Premises,  
Ravindranath Tagore Marg, Nagpur- 440 001.

Passport size  
latest photograph  
attested by the  
Principal/Dean/  
Director.

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 40 [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 :-

1. Name in full : \_\_\_\_\_  
( In Capital Letters ) ( beginning with Surname )
2. Sex : Male / Female \_\_\_\_\_ Phone No. \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ (in words)
4. Whether belonging to : Scheduled Castes/ Scheduled Tribes/ O.B.C.  
(enclosed an attested copy of the certificate, if applicable)
5. Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. 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 |
|-------------|---------------------|------------------------------|--|------------------|---------------------|
|             |                     |                              |  |                  |                     |
|             |                     |                              |  |                  |                     |
|             |                     |                              |  |                  |                     |
|             |                     |                              |  |                  |                     |

7. Extra-curricular Activities : [ Enclose attested copies of Certificates ]

1) N.C.C

- a. Details of the Unit where enrolled : \_\_\_\_\_
- b. Rank at 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 any : \_\_\_\_\_

[ P.T.O. ]

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- 2) **N. S. S**
- a. Name of the Unit : \_\_\_\_\_
- b. No. of Hours Completed : \_\_\_\_\_
- c. Details of the camps Attended : \_\_\_\_\_
- d. Prizes, Awards, Honours received, if any. : \_\_\_\_\_
- 3) **Adult Education/ Literacy Programe:**
- a. No. of Hours Completed : \_\_\_\_\_
- b. Details of Project, Work, if any : \_\_\_\_\_
- c. Any other relevant Information : \_\_\_\_\_
- 4) **Cultural Activities :**
- a. Discipline and year of Participation in Inter-Collegiate Competition : \_\_\_\_\_
- b. Name of the College from where Participated : \_\_\_\_\_
- c. Prizes, Merits, Medals, Awards won, if any : \_\_\_\_\_  
( Inter-Collegiate / Inter-University / State / Zonal / National / Inter-National etc) : \_\_\_\_\_
- 5) **Sports:**
- a. Discipline and year of Participation in Inter-Collegiate Tournament : \_\_\_\_\_
- b. Name of the College from where Participated : \_\_\_\_\_
- c. 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.

8. **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 Directions of the Hon'ble Vice-Chancellor issued in accordance with the provisions of the Maharashtra Universities Act, 1994.

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

PLACE:

DATE:

\_\_\_\_\_  
Signature of the Principal /  
Dean / Head of the Institution.  
[ with college Seal ]

PROFORMA 'C'

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

NOMINATION PAPER

[ Student Members ]

Election to the \_\_\_\_\_

I nominate as a candidate for the above election –

Candidate's Name \_\_\_\_\_

His Postal Address \_\_\_\_\_  
\_\_\_\_\_

His name is entered at Sr. No. \_\_\_\_\_ in the Electoral Roll of  
the \_\_\_\_\_.

My name is \_\_\_\_\_

and it is entered at Sr.No. \_\_\_\_\_ in the said electoral roll.

Date : \_\_\_\_\_

\_\_\_\_\_  
( Signature of the Proposer )

I second the above proposal .

My name is \_\_\_\_\_

and it is entered at Sr. No. \_\_\_\_\_ in the said electoral roll.

Date : \_\_\_\_\_

\_\_\_\_\_  
( Signature of Seconder )

\_\_\_\_\_  
I, the above mentioned candidate, assent to the nomination. I am below 25 years  
of age, my date of birth being \_\_\_\_\_, in support whereof, I enclose a copy of  
my S.S.C/ H.S.S.C Certificate attested by a Magistrate/ Member of the Senate.

Date: \_\_\_\_\_

\_\_\_\_\_  
( Signature of Candidate )

RASHTRASANT TUKADOJI MAHARAJ  
NAGPUR UNIVERSITY, NAGPUR

**DIRECTION NO. 5 of 1996.**

**DIRECTION TO PROVIDE FOR THE FORMATION AND FUNCTIONS OF UNIVERSITY DEPARTMENTS' STUDENTS' COUNCIL FOR THE POST-GRADUATE DEPARTMENTS OF THE UNIVERSITY AND THE STUDENTS' COUNCIL FOR EACH INSTITUTION, CONDUCTED/ AFFILIATED COLLEGE IN THE UNIVERSITY.**

WHEREAS, the Maharashtra Universities Act No. XXXV of 1994 has come into force with effect from 22<sup>nd</sup> July, 1994

AND

WHEREAS, Section 40 (2) (a) and 40 (2) (b) of the said Act provide for the formation and prescribing functions of the University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College in the University,

AND

WHEREAS, there is no Statute prescribing the procedure for formation and providing functions of the University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College in the University,

AND

WHEREAS, in the absence of the Statute and having regard to the need and urgency of the matter, it is considered expedient to provide for the formation and functions of University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College in the University in conformity with Section 40 (2) (a) and 40 (2) (b) of the Maharashtra Universities Act, 1994, through an appropriate Direction to be issued for the said purpose.

Now, therefore, I, Moreshwar Trimbak Gabhe, Vice-chancellor, Nagpur University, Nagpur, in exercise of the powers vested in me under Section 14 (8) of the Maharashtra Universities Act, 1994, do hereby issue the following Directions in relation to formation and functions of University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College in the University as under :-

This Direction may be called as Direction prescribing: "Procedure for formation and functions of the University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College in the University."

This Direction shall come into force from the date of its issuance.

1. In this Direction, unless the context otherwise requires –
  - i) "Act" means Maharashtra Universities Act, 1994.
  - ii) "University Departments' Students' Council" means a Students' Council constituted as per Section 40 (2) (a) of the Act.
  - iii) "Students' Council for each Institution / Conducted / Affiliated College" means a Students' Council constituted as per Section 40 (2) (b) of the Act.
  - iv) "Department" means a Department established and maintained by the University.
  - v) "Class" means a body of Students undergoing a course of instructions leading to University Examination in a faculty e.g.- Faculty of Arts, Faculty of Science, Faculty of Commerce, Faculty of Medicine, Faculty of Engineering and Technology, etc.
  - vi) "Conducted College" means a College maintained and managed by the University.
  - vii) "Affiliated College" means a College which has been granted affiliation by the University.
  - viii) "Institution" means an Institute established and maintained by the University.
  - ix) "The Academic merit" means aggregated performance of the student on the basis of total marks obtained at the preceding statutory examination having passed it in one and the same attempt. In case of equality of marks in the concerned qualifying examination amongst more than one student, then the "Academic Merit" would be considered on the basis of total marks obtained in the examination prior to the preceding statutory examination.
  - x) "Local Managing Committee" means a Committee constituted for a college as per Section 85(1) of the Act.

2. The formation of the University Departments' Students' Council for the Post- Graduate Departments of the University, and a Students' Council for each Conducted College, Institution of the University and Affiliated College in the University shall be in accordance with the provisions of Section 40 (2) (a) and 40 (2) (b) respectively of the Act. It shall be as follows:-

**A. THE UNIVERSITY DEPARTMENTS' STUDENTS' COUNCIL**

The University Departments' Students' Council for the Post- Graduate Departments of the University shall consist of the following members in accordance with Section 40 (2) (a) of the Act, namely :-

- i) Vice- Chancellor, - President
- ii) Director of Students' Welfare, - Chairman
- iii) Director of Sports & Physical Education, if any,
- iv) National Service Scheme coordinator, if any,
- v) One student of each University Department, who has shown academic merit at the preceding degree examination of Nagpur University or an examination recognized as equivalent thereto and is engaged in full time studies in a Post-Graduate University Departments of the University nominated by the Vice-Chancellor,
- vi) Two lady students, who have passed preceding degree examination of Nagpur University or an examination recognized as equivalent thereto and are engaged in full time studies in a Department of the Nagpur University nominated by the Pro-Vice-Chancellor or Vice-Chancellor.

Provided that the nominees shall belong to two different faculties.

**B. STUDENTS' COUNCIL FOR EACH INSTITUTION / CONDUCTED / AFFILIATED COLLEGE IN RTM NAGPUR UNIVERSITY, NAGPUR:**

The Students' Council for each Institution / Conducted / Affiliated College in the RTM Nagpur University shall consists of the following :-

- i) Principal / Dean / Director : Chairman,
- ii) One senior teacher, nominated by the Principal / Dean / Director,
- iii) Teacher in-Charge of National Cadet Corps. , if any,

- iv) National Service Scheme Programme Officer, if any,
- v) One student from each class, who has shown academic merit at the preceding 12<sup>th</sup> Standard examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or an examination recognized as equivalent thereto OR the examination conducted by the Nagpur University or an examination recognized as equivalent thereto, as the case may be, and who is engaged in full time studies in the said College, to be nominated by the Principal / Dean / Director,
- vi) Director of Sports & Physical Education, if any,
- vii) One student from each of the following activities, who has shown outstanding performance nominated by the Principal / Dean / Director, namely :-
  - a) Sports ;
  - b) National Service Scheme & Adult Education;
  - c) National Cadet Corps.;
  - d) Cultural Activities.

#### EXPLANATION :

- a) For nominating a Student mentioned under the head vii (a) "Sports" a student shall have represented the College in the previous year or years, in one or more of the competition or tournaments or meets conducted by the Nagpur University. The students shall produce a certificate to that effect from the Director, Physical Education, Nagpur University or District Sports Officer or recognized equivalent Officer thereto OR Principal or Head of the Institution as the case may be.
  - b) For nominating a student under the head vii (b) " National Service Scheme & Adult Education" a student shall be a member of N.S.S. for atleast one academic year and who has attended atleast one Inter-Collegiate Camp, or a student who has participated in Adult Education programme conducted by the Institute / Conducted / Affiliated College. He shall produce a certificate to that effect from the National Service Scheme Officer OR a student who has participated in Adult Education Programme conducted by the College or the Principal or Head of the Institution as the case may be.
  - c) For nominating under the head vii (c) "National Cadet Corps." A student shall be a member of N.C.C. for atleast one academic year. He shall produce a certificate to that effect from the competent authority or Principal or Head of the Institution as the case may be.
  - d) For nominating under the head vii (d) "Cultural Activities" a student who has represented the College and who has shown proficiency in the Inter-Collegiate Competition conducted by the Government or University or a college in one or more of the following activities, namely :  
Debate, Elocution, Drama , Dance and Music , etc.  
He shall produce a certificate to that effect from the competent authority or Principal or Head of the Institution as the case may be.
- viii) Two lady students who have passed preceding 12<sup>th</sup> Standard examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or an examination recognized as equivalent thereto OR the examination conducted by the Nagpur University or an examination recognized as equivalent thereto, as the case may be, and who is engaged in full time studies in the said College, to be nominated by the Principal / Dean / Director.  
Provided that in case of multi faculty College nominees shall belong to different faculties.

Note : In Sub-Clause ( vii ) and ( viii ) two students shall be those belonging to the S.C. or S.T. or D.T. or N.T. or O.B.C. (As per new amendments to the Maharashtra Universities Act, 1994 ).

3. A student who has passed his qualifying examination in the preceding Summer or Winter Examination shall alone be eligible for nomination as a Student member of the Students' Council.
4. (a) The nomination of the Student members of the Students' Council shall be made every year by the respective Chairman as mentioned in Section 40 (2) (a) and 40 (2) (b) of the Act. The Nagpur University Departments' Students' Council for the Post- Graduate Departments of the University and Students' Council for each Institution / Conducted / Affiliated College shall be constituted on such date as approved by the Management Council and accordingly notified by the Director of Students' Welfare after the commencement of the academic year. In any case the respective Students' Council shall not be constituted later than 10<sup>th</sup> of August every year.
  - (b) The Director of Students' Welfare on instructions from the Vice-Chancellor shall issue a notice for the first meeting of the University Departments' Students' Council within 3 days from the date of its formation.
  - (c) The Chairman of Students' Council for each Institution, Conducted / Affiliated College shall issue a notice for the first meeting of Students' Council within 3 days from the date of its formation.
  - (d) The first meeting of the University Departments' Students' Council and Students' Council for each Institution / Conducted / Affiliated College shall be held on such date as notified by the Director of Students' Welfare and in any case the meeting shall be held on or before the 7<sup>th</sup> day from the date on which the formation of the Students' Councils are notified as provided under 4(a), mentioned above.

Provided that in very exceptional case, for good satisfactory reasons, the Vice-chancellor may permit conducted / affiliated college to hold the first meeting some other day, however, such other day being not earlier than or later than two days therefrom.

- (e) The Secretary of respective Students' Council shall be elected from amongst the Students' members of the respective students' council in its first meeting.

Provided that in case of any dispute arising from the election, it shall be decided by a committee comprised of three members of the Management Council, with Director of Students' Welfare as Secretary, constituted by the Vice-Chancellor and notified for the information of all concerned by Director of Students' Welfare in the notification of the date of formation for the Students' Council itself.

The Committee shall decide the disputes within three days of their reference to it by the Vice-Chancellor.

The decision of the Committee shall be final, and binding.

- (f) The name of duly elected Secretary of the Students' Council from the College shall be communicated by the Principal/ Dean/ Director in the prescribed form alongwith his duly attested Photograph affixed thereto, to the Director of Students' Welfare, immediately after the election, so as to reach him not later than 5 days from the date of election.

In communicating the name of the Students elected as a Secretary of the Students' Council, the Principal / Dean / Director shall certify the date of birth of such student on the basis of his S.S.C. Examination or Transfer Certificate.

The Director of Students' Welfare shall notify the names of the Secretaries duly elected, representing the respective University Departments' Students' Council and Students' Council of each Institution / Conducted / Affiliated College immediately or within 10 days from the date of issuance of notification for holding the first meeting and to hold the election therein of the Student Secretaries.

- (g) In exceptional circumstances, the Vice-Chancellor may, by a notification, modify the schedule mentioned in the earlier sections.

(h) The election of the Secretary shall be held by Ballot according to the system of proportional representation by means of a single transferable vote.

- (i) In case of equality of votes, the Chairman of the respective Students' Council, shall decide by lots, which candidate is elected.

5. One third of the members of the Council shall constitute the quorum.
6. The council shall meet atleast once in every three months.
7. The term of the office of the nominated students members shall begin with effect from the date of nomination and shall extend upto the last date of said academic year, unless they have, in the mean time, incurred any of the disqualifications specified by or under the Act, or has expired.
8. No student shall be eligible to be, or continue to be, a student member of the respective Students' Council, or any authority or body or Committee of the University, unless he is enrolled as a full time student of Nagpur University, or after he attains the age of twenty-five years. A student member of any authority / body / committee or the respective Students' Council shall cease to be such member, if he fails to appear or pass at the next University Examination for which he is enrolled, when he became the member. If such vacancy occurs during the academic year it shall filled up for that academic year, in accordance with the procedure or nomination mentioned above.

9. FUNCTIONS:

The functions of the Students' Council shall be :-

- I. Supervise and co-ordinate the various co-curricular activities of the students , namely :
  - (a) Dance,
  - (b) Music
  - (c) Debate,
  - (d) dramatics, etc.
- II. Recommended to the Principal / Dean / Director / Vice-Chancellor as Chairman, the allocations to be made for all the activities to be undertaken during the said year within financial estimates approved by the Local Meeting Committee.
- III. Allocate the fund for different co-curricular activities .
- IV. Submit an annual report about the activities conducted during the year.
- V. To make recommendations to the Chairman regarding any matter affecting the corporate life and welfare of Students' in general.
- VI. To make recommendations to the Principal / Dean / Director / Vice-Chancellor for settling grievances of students.
- VII. To make recommendations to the Principal / Dean / Director / Vice-Chancellor regarding facilities like library, laboratory, Students' Common Room and Auditorium etc.

Nagpur  
Date: 16<sup>th</sup> July, 1996

Sd /- M. T. GABHE  
VICE- CHANCELLOR