

SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Village – Hadauri, Post – Tindola, Lucknow-Deva Road,
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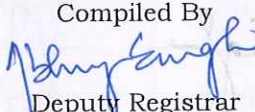


UNIVERSITY STUDENT SENATE

(w.e.f. session 2022-23)

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. – 02 Date of Issue: Aug 01, 2022	Compiled By <i>Abhinav Singh</i> Deputy Registrar (Academics)	Checked By <i>[Signature]</i> Director, Students' Welfare	Approved By <i>[Signature]</i> Vice Chancellor
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UNIVERSITY STUDENT SENATE

1. Introduction

University Student Senate is the independent student body which in association with University authorities shall act to improve the overall academic ambience be it academic delivery or evaluation processes or general discipline amongst students and campus life ranging from facilities for sports, extension services, extra-curricular activities etc. Some members of senate shall become student representatives in various University/Institute level bodies.

2. Aims & Objectives

The main objectives of University Student Senate are:


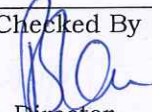

- 2.1 To serve as bridge between the University administration and larger student community.
- 2.2 To take lead role for planning, coordinating and executing major programs/events of the student community
- 2.3 To raise day to day issues related to the students in appropriate forums
- 2.4 To suggest mechanisms and actively participate for the professional development of students or improving overall ambience of University time to time in appropriate forums.
- 2.5 To ensure team spirit and multicultural environment in all student activities.
- 2.6 Either organizing or participating in various national or state level events that helps in bringing best practices from other places to improve our existing practices.

3. Constitution

The process of forming University Student Senate shall undergo two levels. Initially, Class Representatives (CRs) shall be elected amongst students from the specified class. Later on, CRs shall form the Electoral College and Institute Representatives (IRs) shall be selected by a Institute level committee in a pre-defined numbers amongst all the Class Representatives (CRs) of the concerned Institute. In addition to elected members, there shall be predefined nominated members to give representation of all types of students. The IRs along with nominated members shall form the 'University Student Senate'.

4. Office Bearer of University Student Senate

University Student Senate should have a Convener, Deputy Convener, Secretary and Treasurer selected amongst the IRs through an impartial panel of 5 Senior University Official nominated by Vice Chancellor who take the interview/interaction of the interested candidate who have filed their nomination for the said post and also the candidate once selected in any of the above mentioned office bearer posts will not be allowed to file the nomination for the same post in future.

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4.1 Duties of the Office Bearers

In case of mass representation of students arising due to any unforeseen reasons, the Office Bearers of University Student Senate shall be present there and act as the true representative of larger student community of University and in such situations University authorities shall talk to the Office Bearer of Senate only.

The Convener, Deputy Convener and Secretary shall nominate other senate members to represent other committees at University/Institute level which are on suggestion/ approval of the Academic or Executive Council as per the requirement.

4.1.1 Convener

- i. To convene and preside over the meeting of all the IRs atleast once in a semester.
- ii. To convene a separate meeting of all the IRs who have been in different University bodies/committees and take a feedback from them and if required may raise any such issue in meeting with University Authorities.
- iii. To compile the agenda points from all the IRs and finalize the agenda for meeting with University Authorities.
- iv. Being an ex-officio member of Academic Council, he/she shall inform the IRs which in turn to the students about academic decisions already taken or at a planning level which shall affect students directly or indirectly but shall abstain him/her self from telling any contentious issues.

4.1.2 Deputy Convener

- i. All the duties of Convener in his/her absence.
- ii. He/She shall hold a meeting of all the Student Club Coordinators and take the feedback from them and if required may raise any such issue in meeting with IRs and if found suitable then to University Authorities too.
- iii. He/She shall prepare minutes of such meeting and within three days issues it to appropriate authorities.

4.1.3 Secretary

- i. To keep the flow of all the information for the implementation of Calendar in letter and spirit.
- ii. To prepare the Minutes of all the meetings (called by Convener) & issue it within three days to the appropriate authorities.

4.1.4 Treasurer

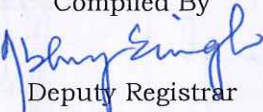
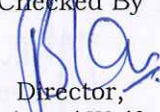

- i. Keep the details of expenditure and maintain a proper balance sheet duly approved by Finance Officer of University.

5. Calendar

For smooth functioning of University Student Senate, Calendar is enclosed as Appendix 1.

6. Election

Initially election of Class Representative (CRs) shall be held and later on selection of Institute Representatives (IRs) and shall further leading to the selection of Office Bearer as per the details mentioned in the respective following paragraphs:

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6.1 For Class Representatives (CRs)

6.1.1 Tenure

One Academic Year

6.1.2 Eligibility

The eligibility criterion for CR at the time of nomination is as under:

- i. Overall Attendance shall be more than 75% in previous semester,
- ii. No Academic Arrears i.e. shall have No Carry Over Papers and
- iii. No Disciplinary Case filed or pending

6.1.3 Notification for Nomination & Election

Office of Director Student Welfare (DSW) shall issue the dates for Nomination and Election well in advance i.e. before the end of EVEN Semester Examination (in May) for all other years while for first year it is before the end of ODD Semester Examination (in December).

6.1.4 Nomination Process

Interested student (s) shall submit a nomination paper along with 3 students or 10% of total class students whichever is lower proposing his/her candidature to the concern Dean office in a prescribed format (Appendix 2). Same student cannot be proposer for two or more CRs nomination otherwise candidature of all such CRs shall be cancelled.

The Nomination process shall be finished within 3 days of the starting date issued by Office of DSW which shall be Second week of commencement of classes of ODD Semester for all other years while for 1st year, it is of EVEN Semester. Respective Deans shall submit only after verifying their eligibility the list of candidates with their classes (Appendix 3), voter list of the concerned class (Appendix 4), adequate ballots (Appendix 5) along with the details of Room in which this activity shall be carried out to the Office of DSW.

6.1.5 Election Date


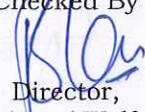


The date of election shall be announced at University level within Fourth week of ODD Semester for all years except for new students of 1st year it is Fourth week of EVEN Semester.

6.1.7 Election Preparation

Concern Deans shall prepare the voter list for a specific class and adequate ballots were printed with Numbers such as 1, 2, 3 etc. as per the number of candidates contesting election for that particular class as well as pre-allotted rooms for voting.

DSW shall form a committee for this specific purpose and which shall provide the required support for the smooth conduction of election process of the University Student Senate. The responsibilities of the committee are as follows:

- i. To announce the dates for Nomination and Election.
- ii. To recommend neutral observers i.e. faculty members from other institutes shall be appointed for the date of voting to conduct a free and fair election.
- iii. To address any such complaint of misconduct by the student candidate.

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- iv. Office of DSW shall provide the eligible list of candidates, verified voter list, adequate ballots along with the details of room in which the activity shall be carried out to the Observers just ONE day before the scheduled voting day.

6.1.8 Election Process

On the date of election concerned Class either through consensus choose a Class Representative (CR) among themselves or voting through secret ballot shall be used to choose the CR amongst interested students who have filed their nomination in presence of Observer.

The voting shall be on pre-announced date from 10:00 AM to 2:30 PM under the supervision of Observers with one student member each of the candidates. For any grievance related to voting, student member of the candidate shall file the complaint to the Observer before the start of counting. The Observer shall resolve the complaint and if otherwise report such complaint to DSW. The counting shall take place between 3:00 to 3:30 PM or after resolving the complaint in presence of the student members and Observers. The result shall be announced then and there by the Observer. Observer shall submit a final report to DSW by 4:00 PM on the same day on a prescribed format (Appendix 6).

In case of a tie i.e. two or more candidates get equal number of votes then the issue shall be resolved by considering higher % of attendance upto decimal second place and if still not resolved then higher CGPA upto decimal second place shall be considered.

6.1.9 Important Points

- i. Same student may become CR for any number of times i.e. subsequent academic years but only after following the same election process as mentioned above i.e. starting from filing fresh nomination up to finally elected Class Representative.
- ii. During the tenure if an elected CR failed to uphold his/her eligibility & hence, get disqualified and vacated the CR position or due to any unforeseen reason, Dean of respective Faculty shall nominate CR, a student with the highest attendance in that class. This nominated CR shall not participate in any activities related to University Student Senate such as nomination for IR, voting for IR etc.

6.1.10 Responsibilities

To collect & raise the issues related to academics and administration at Faculty level or at appropriate forum.

6.2 For Institute Representatives (IRs) to form University Student Senate

6.2.1 Tenure

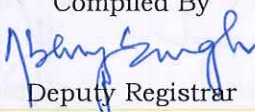
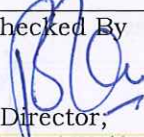

One Academic Year

6.2.2 Eligibility

Must be a CR

6.2.3 Representation

Pre-decided numbers of IRs are calculated following proportional representation at University level which is out of 40 IRs Institute-wise distribution is valid for three academic years i.e. 2022-25 which is as under:

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Institute	No. of IRs
Institute of Technology	09
Institute of Natural Sciences & Humanities	04
Institute of Media Studies	02
Institute of Legal Studies	05
Institute of Management, Commerce & Economics	05
Institute of Bio-Sciences & Technology	04
Institute of Education & Research	02
Institute of Architecture & Planning	01
Institute of Pharmacy	03
Institute of Agriculture	03
University Polytechnic	02*
Total	40

* Only final year students are eligible.

6.2.4 Notification for Nomination & Selection

Office of Director Student Welfare (DSW) shall issue the dates for Nomination and selection well in advance just after the Election process of CR ends i.e. 4th Week of ODD Semester for all years while for first year it is 4th Week of EVEN Semester.

6.2.5 Nomination and Selection Process

Interested CRs shall submit a nomination paper along with 2 CRs of the concern Institute proposing his/her candidature to the concern Director office in a prescribed format (Appendix 7). One same CR cannot be proposer for two or more IRs nomination otherwise candidature of all such IRs shall be cancelled.

The Nomination process shall finished within 2 days of the starting date issued by Office of DSW which shall be Fifth week of commencement of classes of ODD Semester for all years.

6.2.6 Selection Date

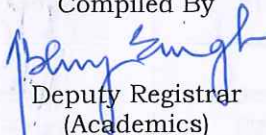
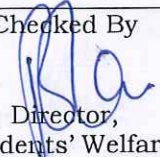

The date of selection through Interview/interaction of interested candidates with Selection Committee shall be announced at Institute level within sixth week of ODD Semester for all years.

6.2.7 Selection Preparation

Respective Director shall arrange a venue for interview/interaction purpose and prepare a list of interested candidates(Appendix 8) for selection purpose and prepare a list of interested candidates and also inform the Institute level committee duly approved by Vice Chancellor (Appendix 9). DSW will provide a detail format for quantitative analysis amongst candidates for IRs (Appendix 10).

6.2.8 Election Process

On the pre-announced date, time and venue, the interview/interaction between the interested candidates with the Committee would take place. The interested candidate must be present face to face before the Committee on the said date, time and venue failing which his/her candidature stand cancelled. There would not be any second chance for any candidate under any circumstances. The Director will prepare a Consolidated Report based on the Committee's recommendation duly approved by competent authority (Appendix 11) and then Director would announce the result through Notification at the earliest (same day or next working day in case of any exigency).

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6.2.9 Important Points

a) Same student may become IR for any number of times i.e. subsequent academic years but only after following the same selection process as mentioned above i.e. starting from filing fresh nomination up to finally selected Institute Representative.

b) An IR at any point of time must be a CR and if due to any reason ones CR position is vacated he/she shall automatically be disqualified for IR position and that position remain vacated till the time a new selection takes place.

6.2.10 Responsibilities

To collect and raise the issues related to academics and administration at Institute and University level or at appropriate forum.

6.3 For Nominated Members to form University Student Senate

To give proper representation of other important section of student belonging to different section of society and having different abilities along with outstanding performer in sports, performing arts, extension services etc.

6.3.1 Tenure

One Academic Year

6.3.2 Eligibility

The eligibility of Nominated Members in University Student Senate is as under:

- a) Outstanding performers in areas of sports, performing arts or extension services
- b) One member each from Different sections of Society i.e. SC, ST, Minority and Women
- c) One member each from Ph.D. scholars and differently abled persons

Outstanding Performers	04	Different Section of Society (SC, ST, Minority and Women)	04
Ph.D. Scholar	01	Differently Abled Person	01

6.3.3 Nomination through Recommendation

Interested/deserving student shall file nomination which shall be recommended by Director/Coordinators of concerned areas and Director Student Welfare shall finalized the nominated members of University Student Senate in the prescribed format (Appendix 12) and issue a consolidated list (Appendix 13) within Fifth week of commencement of classes of ODD semester. These members shall have no voting right and shall not contest for any Office Bearer post of University Student Senate.


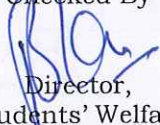

6.4 Selection for Office Bearer of University Student Senate

6.4.1 Tenure: One Academic Year

6.4.2 Eligibility: Must be an IR

6.4.3 Notification for Nomination & Selection: Office of Director Student Welfare (DSW) would issue the dates for Nomination and Selection Committee well in advance just after the Election process of IR ends i.e. 6th Week of ODD Semester.

6.4.4 Nomination and Selection Process: Interested IRs should submit a nomination paper along with 2 IRs proposing his/her candidature to the DSW office in a prescribed

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format (Appendix 13). One same CR cannot be proposer for two or more IRs nomination otherwise candidature of all such IRs would be cancelled.

The Nomination process should finished within 2 days of the starting date issued by Office of DSW which would be 6th week of commencement of classes of ODD Semester.

6.4.5 Selection Date: The date of Interview/interaction of interested candidates with Selection Committee would be announced at University level within 7th week of ODD Semester.

6.4.6 Selection Preparation: DSW would arrange a venue for interview/interaction purpose and prepare a list of interested candidates (Appendix 14) and also inform the Selection Committee duly nominated by Vice Chancellor (Appendix 15). DSW will provide a detail format for quantitative analysis amongst candidates for same post (Appendix 16).

6.4.7 Selection Process: On the pre-announced date, time and venue, the interview/interaction between the interested candidates with the Selection Committee would take place. The interested candidate must be present face to face before the Selection Committee on the said date, time and venue failing which his/her candidature stand cancelled. There would not be any second chance for any candidate under any circumstances. The DSW will prepare a Consolidated Report based on Selection Committee's recommendation duly approved by competent authority (Appendix 17) and then DSW would announce the result through Notification at the earliest (same day or next working day in case of any exigency).

6.4.8 Important Points

a) Same student may file nomination for any number of times i.e. subsequent academic years but if selected once cannot file nomination for the same post.

b) An Office Bearer at any point of time must be an IR and if due to any reason ones IR position is vacated he/she will automatically be disqualified for holding Office Bearer position and that position remain vacated till the time a new selection took place.

6.4.9 Responsibilities

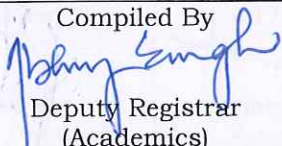
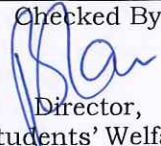

To collect and raise the issues related to academics and administration at University level or at appropriate forum.

7. Meeting

- At least **once in a semester** or more as per the requirement, meeting amongst all the CRs of the concerned Faculty (in IOT only) otherwise concerned Institute to discuss and finalize the agenda.
- University Student Senate shall meet at least once in a semester or more as per the requirement but have to maintain a record of such a meeting and submit its minutes to the office of DSW. During these meeting IRs have to discuss and finalize the agenda for meeting with Vice Chancellor and shall be submitted in time to the office of DSW.
- At least once in a semester or more as per the requirement, there shall be a meeting of IRs with the University Authority headed by Vice Chancellor.

7.1 Meeting at Institute Level

CRs meeting 1 week earlier than Director's Meeting while for IOT it is 2 weeks earlier as Deans meeting shall be 1 week earlier

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Agenda by CRs

Only for IOT

- a) Dean along with Course Coordinators conduct the meeting with CRs – August Last week/ Feb First week
- b) Action at Deans Level – Resolution of problems at his/her level and Minutes of the meeting
- c) Director along with Deans conduct the meeting – September – second week/ Feb Last week
- d) Action at Director level –Resolution of problems at his/her level and Minutes of the meeting

Other Institutes

- a) Director along with Deans if any/Course Coordinators conduct the meeting – September – second week/ Feb Last week
- b) Action at Director Level - Resolution of problems at his/her level and Minutes of the meeting

7.2 Meeting at University Level

- a) Collection of Agenda by IRs after considering any issue not addressed at Director level
- b) IRs meeting & Meeting with DSW to submit the agenda a week earlier than VC's meeting
- c) VC's meeting – October / March Third week or After the Midterm Break whichever is later
- d) All Directors and Dean along with other University Authorities shall be present
- e) Action at VC level

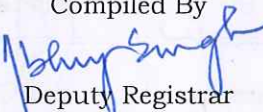


8. Infrastructural Requirement

Infrastructural Support in terms of a well equipped office with a desktop for University Student Senate Office Bearer i.e. Convener, Deputy Convener, Secretary and Treasurer and DSW's office shall provide the space in any of the Block for the meeting of University Student Senate only when applied a week before the date of holding the meeting.

9. Financial Support

One of the main objectives of Financial Support for University Student Senate is to groom students in participative way of decision making and helping in improving academic ambience of the University campus in effective and efficient way. To run the University Student Senate smoothly, financial support is desired for which a lump sum amount shall be allocated from Student Welfare Fund. The financial support shall broadly be utilized for three purposes which are as follows:

- a) Inviting person of good repute to interact with students on common issues related with students overall development such as events of national/international importance or for any current issue which require clarity from experts in that area, 60% of total sanctioned amount shall be utilized against the 3rd/2nd AC train travel and fooding and lodging of such experts which may not be more than 8-10 person in an academic year,
- b) Inviting students representatives from reputed institutes/universities to discuss various issues related to National Development or bringing best practices from other places to

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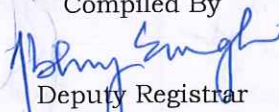


improve overall academic ambience of the University and at the same time our representatives going to other institutes/University to observe best practices as well as to participate in various student events, 30% of total sanctioned amount to be expended in organizing such events by providing 2nd Sleeper/3rd AC train travel along with fooding and lodging,

- c) To meet the day to day expenses such as tea/snacks while holding internal meetings, stationary and printing cost along with some fund for communication and for local commutation say 10% of total sanctioned amount be used for these purposes.

It is important to bifurcate the sanctioned amount as per the %age defined for each category say 75000/- be the sanctioned amount then 45000/-for category 'a' while 22500/- and 7500/- for category 'b' and 'c' respectively. Under no circumstances over budgeting in any of the three categories are allowed and also mixing of the fund is not allowed. Further, any amount remained unused in any of three categories after the completion of the concerned academic year, it shall be carry forwarded to the next academic year wherein it shall be added in the corresponding category to be utilized but any such requirement of over budgeting may arises due to unforeseen reasons must take a prior approval of Vice Chancellor.

All the expenses within sanction limits in category a) and b) have to have a proper approval of University Senate Members by simple majority and then a prior approval shall be obtained from DSW before incurring it. DSW on case to case basis shall inform any such demand to the Vice Chancellor. For category c) expenses Senate Treasurer shall submit the bills of expenses as and when incurred duly signed by the Secretary to the office of DSW, DSW shall be the final approving authority. The balance sheet of such an account shall be maintained by the Treasurer.

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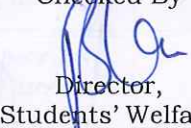



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(Appendix -1)

University Student Senate Calendar

Duration	Attributes	Responsibility
For 2nd Years onwards		
May – June (Previous Academic Session)	Notification of Nomination and Election of CR	Office DSW
August 1 st Week Current Academic Session	Date of Nomination for CR	Office Dean/Director
August 3 rd Week	Date of Election for CR	DSW office
August 4 th to September 2 nd Week	Collection of Agenda by CRs and submission to Dean office	CRs & Deans
September 3 rd Week	Date of Nomination of Nominated Members	DSW Office in consultation with various Co-ordinators.
September 3 rd to 4 th week	Date of Nomination and Election for IR	DSW office and Office Director
September 4 th week	Meeting with Dean in IOT only	Dean Office
October 1 st Week	Meeting with Directors	Director Office
October 1 st to 3 rd Week	Collection of Agenda by IRs	Irs
October 3 rd Week	Meeting of all IRs among themselves for Election of President, VP and GS and also with DSW to Submit names of Office bearer and agenda	DSW Office
Just after Mid Term Break or October 4 th Week whichever is later	Meeting with VC	Student Senate
This is only for 1st Year		
November-December (Current Academic Session)	Notification of Nomination and Election of CR of New 1 st Year students	Office DSW
January 3 rd Week	Date of Nomination for CR	Office Dean/Director
February 1 st Week	Date of Election for CR	DSW office
From here ALL years work together		
February 2 nd to 4 th Week	Collection of Agenda by CRs and submission to Dean office	
March 1 st to 2 nd Week	Date of Nomination and Election for IR for 1 st year	DSW office and Office Director
March 2 nd Week	Meeting with Dean in IOT only	Dean Office
March 3 rd Week	Meeting with Directors	Director Office
March 2 nd week to March 4 th Week	Collection of Agenda by IRs	Irs
March 4 th week	Meeting of all IRs with DSW & Submission of agenda to DSW office	Student Senate
Just after Mid Term Break or April 1 st Week whichever is later	Meeting with VC	DSW office
Next cycle shall begin in May-June as mentioned on the top		

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Nomination Form for Class Representative

Name of Student: ERP ID:

Class/Semester: Roll Number:

% Attendance: ODD Semester: Even Semester:

Carry Over if any:.....

Disciplinary Case if any:

.....

.....

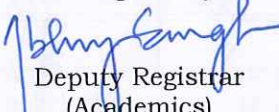
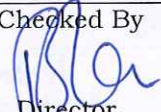


All the facts stated by me are correct and if found otherwise at any point of time, my candidature/election would be cancelled and I would not be allowed to file a nomination in any subsequent time.

Signature of Proposer:

Signature of Student:

Name of Proposer Student:

Roll Number of Proposer Student.....

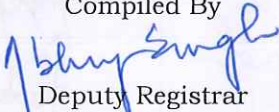
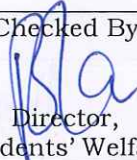

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Ballot Paper

Class Representative

Program/Specialization/Year/Group: / / /

S. No.	Candidate Roll No.	Candidate Name	Vote (tick <input type="checkbox"/>)
1.			
2.			
3.			

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Report

Election of Class Representative

Date/Time:	Venue:	Institute/Faculty:
Program/Course:	Year/Semester:	Class/Group:
Number of Eligible Voters:	Vote Casted:	Voter Absented:
Name (s) of Candidate (s)	Vote	Result
	Total	

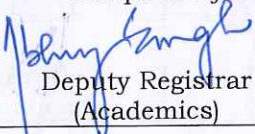
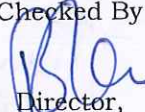

The Elected Member has gotvotes against the nearest rival who have got votes.

Mr./Ms. has been declared the Class Representative of for the academic session

Name & Signature of Observer:

Designation:

Affiliation:

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Nomination Form for Institute Representative

Name of Institute: Name of Faculty:

Name of Student: Roll Number:

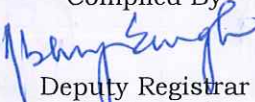
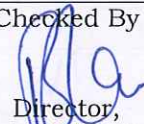

Class/Semester:/.....

Class Representative: Elected on:

All the facts stated by me is correct and if found otherwise at any point of time my candidature/election would be cancelled and I would not be allowed to file a nomination in any subsequent time.

Signature of Student:

Name and Signature of Student Proposers:

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List of Candidates for IRs (Program-wise/Faculty-wise)

Institute:

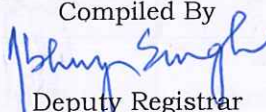
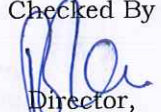


Faculty	Course	Class/Group	Roll Number	Name

The above mentioned list of candidates for Institute Representatives of Institute of.....

.....

along with their respective classes have been scrutinized and found to be correct

Signature of Director

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Nomination of Committee Member

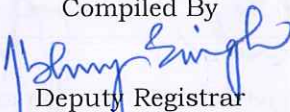
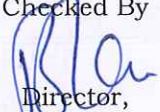

Session:

S. No.	Name of Committee Member	Designation	Department/Institute
1			
2			
3			
4			
5			

Name & Signature of Director

Put up for Approval.

Vice Chancellor

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice Chancellor
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Report of Committee Member

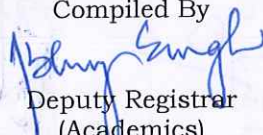
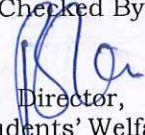

Name:

Designation:

Department/Institute:

Name of Candidate	Institute/ Program	Body Language/ Confidence Level (20)	Presentation skill (10)	Problem Raising and Resolving Ability (10)	Ability to Convince (10)	Total (50)

Signature of the Committee Member with date

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice-Chancellor
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Consolidated Report of Director

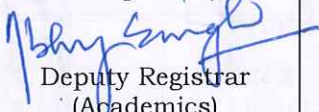
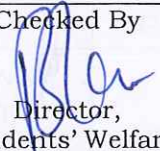

Name of Candidate	Committee Member 1	Committee Member 2	Committee Member 3	Total (150)	Remark

Based upon the data of above table, following have been Selected as IRs of respective Faculty for the academic session

Details of selected IRs:

- a) Mr./Ms.: Course Roll No.:
- b) Mr./Ms.: Course Roll No.:
- c) Mr./Ms.: Course Roll No.:
- d) Mr./Ms.: Course Roll No.:
- e) Mr./Ms.: Course Roll No.:
- f) Mr./Ms.: Course Roll No.:
- g) Mr./Ms.: Course Roll No.:
- h) Mr./Ms.: Course Roll No.:
- i) Mr./Ms.: Course Roll No.:

Name & Signature of Director

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice Chancellor
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Nomination Form for Nominated Members of USS

Name of Representative Type:

(Outstanding Performer/ SC/ ST/ Minority/ Woman/ Ph.D. Scholar/ Differently Abled)

Brief Justification for Nomination:

Name of Student: Roll No.

Name of Institute: Name of Faculty:

Class/Semester:.....

% Attendance: ODD Semester: Even Semester: Average:

Carry Over if any: CGPA:

Disciplinary Case if any:

All the facts stated by me are correct and if found otherwise at any point of time, my nomination would be cancelled and I would not be allowed to file a nomination in any subsequent time.

Signature of Student

Brief Reason for Recommendation:

Name & Signature of Proposer:


For Office Use Only

Approval by Director of Student Welfare

Approved

Not Approved

Name & Signature of Director Student Welfare:

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By <i>[Signature]</i> Deputy Registrar (Academics)	Checked By <i>[Signature]</i> Director, Students' Welfare	Approved By <i>[Signature]</i> Vice Chancellor 
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Nomination Form for Convener/Deputy Convener/Secretary/Treasurer

Name of Post:

Name of Institute: Name of Faculty:

Name of Student: Roll Number:

Class/Semester:/.....

Class Representative Elected on

Institute Representative Elected on

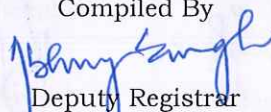
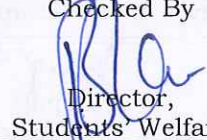

All the facts stated by me are correct and if found otherwise at any point of time, my candidature/election would be cancelled and I would not be allowed to file a nomination in any subsequent time.

Signature of Student.....

Signature of Proposer:

Name of Proposer Student:

Roll Number of Proposer Student.....

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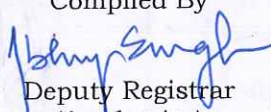
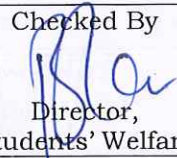



List of Candidates for Office Bearer (Portfolio-wise/Institute-wise)

Portfolio	Institute	Faculty	Course	Class/Group	Roll Number	Name
Convener						
Deputy Convener						
Secretary						
Treasurer						

The above mentioned list of candidates for Office Bearer of University Student Senate have been scrutinized and found to be correct.

Signature of Director Student Welfare

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice-Chancellor
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Nomination of Selection Committee Member

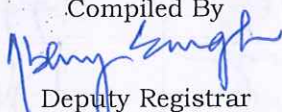
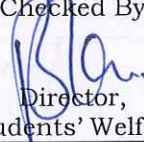

Session:

S. No.	Name of Committee Member	Designation	Department/Institute
1			
2			
3			
4			
5			

Name & Signature of DSW

Put up for Approval.

Vice Chancellor

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice Chancellor
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Report of Selection Committee Member

Name:

Designation:

Department/Institute:

Post Applied	Name of Candidate	Institute/ Program	Earlier Achievements (20)	Confidence/ Language/ Presentation (10)	Situation Handling Ability (10)	Commitment (10)	Total (50)

Signature of the Committee Member with date

Ref. No: SRMU/RO/Policy/
USS/2022-23/01
Issue No. - 02

Date of Issue: Aug 01, 2022

Compiled By

[Signature]
Deputy Registrar
(Academics)

Checked By

[Signature]
Director,
Students' Welfare

Approved By

[Signature]
Vice Chancellor



Consolidated Report of DSW

Post Applied	Name of Candidate	Committee Member 1	Committee Member 2	Committee Member 3	Committee Member 4	Committee Member 5	Total (250)

Based upon the data of above table, following have been declared as winner of respective Office Bearer for the academic session

j) Convener: Mr./Ms.: Course
Year: Roll No.:

k) Deputy Convener: Mr./Ms.: Course
Year: Roll No.:

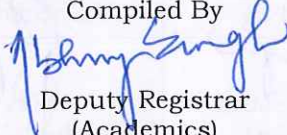
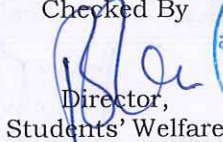

l) Secretary: Mr./Ms.: Course
Year: Roll No.:

m) Treasurer: Mr./Ms.: Course
Year: Roll No.:

Name & Signature of DSW

Put up for Approval

Vice Chancellor

Ref. No: SRMU/RO/Policy/ USS/2022-23/01 Issue No. - 02 Date of Issue: Aug 01, 2022	Compiled By  Deputy Registrar (Academics)	Checked By  Director, Students' Welfare	Approved By  Vice Chancellor
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