



## **RULES OF ELIGIBILITY**

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### **College Section Students' Council Election**

**The following shall be the rules of eligibility for the election of class**

**Representatives to the Students' Council:**

- 1) All the bonafide students on the rolls of the College are eligible to contest and vote at the election of Class representatives (CR).
- 2) Under graduate students between the ages of 17 to 23 years may contest selections.  
For P.G. Students the maximum age limit would be 25 years.
- 3) The research students the maximum age should be 28 years.
- 4) Candidate should in no event have any academic arrears (KT) in the year of contesting the selection.
- 5) The candidate should have attained the minimum percentage of attendance as prescribed by university of Mumbai and SCOE Kharghar. This rule is not applicable to first semester of first year students of U.G. and P.G. students.
- 6) The candidate shall not have a previous criminal record.
- 7) The candidate shall not have been subject any disciplinary action by the Institute authorities.
- 8) The candidate must be a regular, full time student of the Institute.
- 9) The candidate should not have any dues either to Institute.

- 10) Students desirous of contesting the election shall file a nomination paper in the prescribed form (available at the office help desk) and shall be dated, signed by the candidate and his or her Parent/Guardian and then signed by another student entitled to vote from that particular class.
- 11) The signatures on the nomination forms submitted by a candidate should tally with his / her signature on his / her Identity card. In case the signatures do not tally, HOD (as Scrutiny Officer) may reject the said nomination forms at his / her discretion.
- 12) It shall not be open to an elector (candidate from the electoral roll) to propose the candidature of more persons than the number of seats.
- 13) The candidate can contest as a class representative both for Student's Council.
- 14) Election of Class Representative shall be held CLASSROOM VOTING (arrangement will be made separately) on the basis of HOD of simple majority vote.
- 15) A nominations paper which does not comply with all the requirements shall be rejected.
- 16) At the time and place appointed for scrutiny of nominations, Intending candidates or any other bonafide student of this College duly authorized in writing by each such candidates shall alone be entitled to be present. The intending candidates or authorized student must produce duly signed Identity card of intending candidate for verification. In case a Candidate or his/her duly authorized representative remains absent during the scrutiny, no complaint whatsoever shall be entertained by the Committee afterwards under any circumstances regarding his/her scrutiny.
- 17) The students shall be allowed to vote on production of their Identity Cards only. Those who fail to produce their Identity card at the time of voting shall not be allowed to exercise their right to vote under any circumstances. **(Some other related evidence can be accepted in case ID card has not issued by college office)**

- 18) Candidates are forbidden to display their posters in the class rooms or anywhere else in the premises. Disfiguring of the wall by writing is not permitted. If any violation in this respect is detected, the candidate should take immediate steps within 2 hours to remove or wash such posters/writings etc.
- 19) The elected members of council must attend all the meetings scheduled on respective dates. Failure to attend the above meetings **MORE THAN ONCE** without prior permission of Principal shall lead to termination of membership.
- 20) All the elected members shall attend all the College functions including **FLAG HOISTING CEREMONY** on 15th August, 17th September and 26th January. Failure to attend all these functions without prior permission of Principal shall lead to termination of membership.
- 21) Vacancies arising from the termination of membership due to non-attendance shall be filled in by nomination by the Principal.

**Mr.Nilesh B.B.Patil**  
**Faculty In Charge Of Student Council**

**Dr. Manjusha Deshmukh**  
**Principal and Chairman of the**  
**Council**



### SELECTION PROCEDURE OF STUDENTS FOR COUNCIL:

- During second /third week of first semester of every academic year, the student representative will be elected by each class as mentioned in the composition.
- The date of election will be intimated by faculty in charge of student council well before the actual date.
- HOD and The Faculty in charge of each class will go to the class and call for applications from the students and conducts election and announces the result immediately. The elected candidate will represent the class in the council for that academic year.
- After the class representative elections or selection are over, the students' council is constituted as per university of Mumbai norms and rules of SCOE Kharghar.
- The Principal, HODs and faculty in charge of student council will conduct personal interviews for an indirect election procedure which would be followed by selection of office bearers as may be suitable and fit for each and every post recommended by the above panel.
- The STUDENTS' COUNCIL will start functioning after the declaration of elective or selective nomination for each described post by principal SCOE.
- The Students' Council ceases to exist after the institute day for that academic year. Anyways the General Secretary acts as the medium between the students and the administration until the oath of the next council.

**Mr.Nilesh B.B.Patil**  
**Faculty In Charge Of Student Council**

**Dr. Manjusha Deshmukh**  
**Principal and Chairman of the**  
**Council**



**CR Nomination Form**

I \_\_\_\_\_ (Name),  
\_\_\_\_\_ (ID Number) of \_\_\_\_\_ (1st, 2nd, 3rd, 4th Year)  
in \_\_\_\_\_ (Course) wish to put myself forward as a Class  
Representative

Division: \_\_\_\_\_

Personal Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Proposed By (Student Signatures required)

Name:	ID Number:	Signature
1. _____	_____	
2. _____	_____	

Seconded By (Student Signatures required)

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Signed: \_\_\_\_\_ ID Number: \_\_\_\_\_

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

I accept this nomination form:

Signed, HOD

Date

(Submitting this form to SCOE, indicates that you are aware of, and accept, its provisions and ordinances and you also accept that your contact details may be passed on to relevant third parties)



**ELECTION OF \_\_\_\_\_ (Mention Post) BY THE STUDENT  
MEMBERS OF THE STUDENTS' COUNCIL (FORM OF NOMINATION PAPER)**

Name of the Candidate: Shri/Smt./Kum : .....

(In full)

Class, Div. & Roll Number : .....

Candidate's Residential address : .....

: .....

: .....

Tel No : .....

Date of Birth : .....

Name of the Proposer: Shri/Smt./Kum : .....

(in full)

Class, Div. & Roll Number. : .....

Proposers' Residential Address : .....

: .....

: .....

Date of Birth : .....

Proposers' Signature & Date : .....

Name of the Seconders: Shri/Smt/Kum : .....

(in Full)

Class, Div. & Roll Number. : .....

Seconders' Residential Address : .....

: .....

: ..... Tel No. ....

Date of Birth : .....

Seconder's Signature & Date : .....

**DECLARATION OF THE CANDIDATE**

I hereby declare that I consent to this nomination; I further declare that I am also contesting the election as Secretary of the Students' Council from Saraswati College of Engineering, Kharghar

**Date**

**Signature of the student**

**NOTE: All the particulars should be properly filled by the candidate.**



**DATE:**

**To,**

.....

**Madam,**

I the undersigned state that I am eligible to be nominated

1. The University Department Students' Council to be formed under the Provision of Section 40(2)(a),

 **2. Students' Council of the Institution/College to be formed under the Provision of Section 40(2)(b),**

3. University Students' Council to be formed under the provision of Section 40(4)(a) of the Maharashtra Universities Act, 1994.

In this connection, I have no hesitation in giving consent if nominated, on the aforesaid Students' Council /s. Further, I assure you that I shall work to the best of my abilities on the Students' Council and shall not engage in any political activities as a member of the council during the tenure of my nomination.

**Countersigned by Principal /Head**

**Signature of the Student**  
**(To be signed in presence of the**  
**Principal/Head as the case maybe)**

❖ Strike out whichever is not applicable.