

Uttar Pradesh University of Medical Sciences

Saifai, Etawah

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Student Council

(Elections / Interview)

Rules & Regulations

-2024-

संकायाध्यक्ष
उ० प्र० आयुर्विज्ञान विश्वविद्यालय
साँफई, एतावा
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Officer In-Charge
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Dr. P. K. Singh
Vice-Chancellor



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2. GUIDELINES FOR THE STUDENTS COUNCIL

2.1 What is a student council

A student council comprises of students who have each been democratically elected. Each student council member plays a specific role in the council, and the members of the group work together as a team, to plan activities, confront and resolve problems, and build leadership skills through the implementation of beneficial activities during the college years. It is a representative structure through which students in the college can become involved in the technical and cultural events of the college, working in partnership with the management, staff and students for the benefit of the college and its students.

2.2 The Structure of the Students' Council:

There shall be a Students' Council for every academic year, consisting of:

- ♣ Seventeen students, to be elected by the students of each class as their Class Representatives.
- ♣ The General Secretary to be elected by the class representatives.
- ♣ A Cultural Secretary, Sports Secretary and a Magazine Secretary to be elected from the class representatives on the basis of merit in each field.
- ♣ A University Representative elected from the elected Class Representatives.
- ♣ Each department must elect one Ladies Representative.

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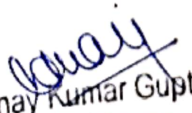
2.3 Functions of the Student Council

- 1) The establishment of student councils play an integral and important role in the student community and is also an important stake holder of the University. Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the university and the wider community Students have a voice and a contribution to make to the university.
- 2) The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.
- 3) It is important that they be given the opportunity to express their views on issues of concern to them in the university. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the university. The guidelines mentioned in this manual are intended to provide practical guidance to student council members in the establishment and operation of the student council.
- 4) A Student Council is a group of elected and volunteer students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in university affairs and activities give opportunities for student experience in leadership and encourage student / faculty / community relations.


Through projects and activities, student council work to:

- Promote Citizenship
- Promote Scholarship
- Promote Leadership
- Promote Human Relations
- Promote Cultural Values

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2.4 Roles of the Office Bearers

2.4.1 President

The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting on the advice of the faculty coordinator in the council. The President may also be designated to represent the Council at meetings with administrative officials through Officer In-charge.

2.4.2 Secretary:

The Secretary, with the President, prepares the agenda for each meeting. The Secretary then circulates it to all the members of the Council at the start of the meeting. In the absence of President, the Secretary presides the council meeting.

2.4.3 Sports Secretary And Cultural Secretary:

The Sports and Cultural Secretary share the information about the sporting events and cultural events of the institution to the students. They work with Sports and Cultural Coordinator respectively, in the planning and development of the sports and cultural events of the institution.

2.4.4 Editors

Improving communication within the university is a shared responsibility and the editors can contribute to this process. Making presentations for information of activities, keeping a Student Council notice-board, organising a regular newsletter and press notes.

2.4.5 Class Representative

The role of the Class Representative is to act as the fundamental unit/resource of the information/input from the students of his/her class to the council. The Class Representative should disseminate the decisions and information shared by the University Administration, Department and council regarding the development activities to the class students.

2.5 Tenure of the Student Council

The tenure of the office bearers in the Student Council shall be generally one year, however they may continue for a maximum duration of two years with the discretion of the Dean Student Welfare. The faculty members in the student council are subjected to change on the reasons of resignation/termination or any decision taken by the Vice-Chancellor in the best interest of the University.

3. UNIVERSITY ADMINISTRATION FOR THE STUDENT COUNCIL

- 1) Vice Chancellor - Patron
- 2) Dean of respective faculties - Co-Patron
- 3) Dean Student Welfare (DSW) - Chairman
- 4) Officer In-charge
- 5) Co-ordinator (Faculty of Medicine, MBBS)
- 6) Co-ordinator (Faculty of Pharmacy)
- 7) Co-ordinator (Faculty of Paramedical Sciences)
- 8) Co-ordinator (Faculty of Nursing)

4. POSTS TO BE FILLED FOR THE STUDENT COUNCIL (OFFICE BEARERS)

S.No.	Name of the Post	Eligible Batch	No of Post
01	President	All batches (Except Interns & first year)	01
02	Vice-President	All batches (Except Interns & first year)	01
03	Secretary	All batches (Except Interns & first year)	01
04	Joint Secretary	All batches (Except Interns & first year)	01
05	Sports Secretary	All batches (Except Interns & first year)	01
06	Cultural Secretary	All batches (Except Interns & first year)	01
07	Editors	All batches (Except Interns & first year)	03
08	Class Representatives (1 male & 1 female)	All Batches	02 from Each Batch/Class

5. PROCEDURE OF ELECTION (INTERVIEW)

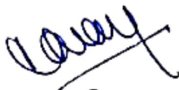
- The contesting students have to appear before the interview board. They are required to present their thoughts, policy and future plans for betterment of the students and the University.
- The contesting students will be screened on the ground of their performance, based on their views, thoughts, policy and future plans.

5.1 Interview Board.

The Interview Board shall consist of following members-

- i. Dean (Co- Patron, Student Council) -Chairperson
- ii. DSW (Chairman, Student Council) -Member
- iii. Officer In-charge, Student Council -Member
- iv. Officer In-charge, Sports & Cultural -Member
- v. Coordinator, Student Council -Member Secretary
- vi. Past President (Student Representative) -Member

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5.2 Assignment of marks in Interview

- a) Leadership Skills: **20 marks**
- b) Communication Skills: **20 marks**
- c) Teamwork and Collaboration: **20 marks**
- d) Motivation and Commitment: **20 marks**
- e) Academic Performance and Achievements: **20 marks**

6. Parameters for Interview

6.1 Leadership Skills (20 marks)

- **Demonstration of Leadership Experience:** Evaluation on the basis of past experiences where the student has shown leadership, such as organizing events or leading teams.
- **Vision and Initiative:** Assessment on the basis of the student's vision for the role and their ability to take initiative in implementing ideas.
- **Decision-Making Ability:** Determine the student's ability to make informed and fair decisions.

6.2 Communication Skills (20 marks)

- **Verbal Communication:** Assessment on the basis of clarity, articulation, and confidence in expressing ideas.
- **Listening Skills:** Evaluation on the basis of the student's ability to listen actively and respond thoughtfully.
- **Persuasion and Influence:** Measurement of the ability to persuade others and influence positive outcomes.

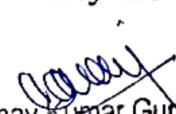
6.3 Teamwork and Collaboration (20 marks)

- **Experience in Team Environments:** Assessment of past experiences in working effectively within a team.
- **Conflict Resolution:** Assessment on the basis of the student's approach to managing conflicts within a team.
- **Collaboration Skills:** Evaluation on the basis of the ability to work cooperatively with others to achieve common goals.

6.4 Motivation and Commitment (20 marks)

- **Passion for the Role:** Gauge the student's enthusiasm and motivation for the specific role they are applying for.

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- **Commitment to Responsibilities:** Assessment of the student's understanding of the responsibilities associated with the role and their willingness to commit to them.
- **Consistency in Effort:** Evaluation of the student's track record of being consistent and reliable in their efforts.

6.5 Academic Performance and Achievements (20 marks)

- **Academic Record:** Consideration of the student's academic performance and achievements as a reflection of their dedication and ability to manage academic and extracurricular responsibilities.
- **Balance between Academics and Extracurricular:** Assessment of how well the student balances their academic workload with their involvement in extracurricular activities.

7. Evaluation Method

- **Scoring Rubric:** Each parameter shall have a clearly defined scoring rubric with specific criteria that the interviewers can use to assign marks consistently.
- **Final Decision:** The total marks from all parameters should be compiled, and students should be ranked based on their scores. Additional factors, such as the diversity of the council, specific role requirements, and overall fit, may also be considered in the final decision.
- **Declaration of Result:** Based on the performance of the contesting students in the interview, the result will be prepared. After approval from the Hon'ble Vice Chancellor, the result will be declared.

8. ELIGIBILITY CRITERIA FOR CANDIDATES TO CONTEST IN ELECTION

- 8.1 Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed by one year in the case of professional courses, where courses often range between 4 to 5 years.
- 8.2 The candidate should have scored at least passing marks in all papers of previous year for last result declared.
- 8.3 The candidate should in no event have any academic arrears in the year of contesting the election.
- 8.4 Candidates with gap year(s) are not allowed to participate.

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- 8.5 The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher in its previous year or in the same year for the students of first year in the campus. For this, the candidates are required to get their nomination form verified by respective Head of the Departments/ Dean.
- 8.6 The candidate shall have one opportunity to contest for the one post of office bearer.
- 8.7 The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities. For this, the candidates are required to get their nomination form verified by respective Dean of the faculties.
- 8.8 The candidate must be a regular, full time student of the university.

9 SCRUTINY OF NOMINATIONS:

- 9.1 All nomination forms shall be submitted to the respective coordinators of the Student Council for the purpose to be scrutinised by the coordinator.
- 9.2 The coordinators shall examine the nomination forms and shall decide all objections made to any nomination Paper. All nomination papers shall be strictly cross verified with the parameters regarding the eligibility for participation in election. However, no nomination paper shall be rejected on technical grounds.
- 9.3 Only the published result of examinations shall be considered for calculating the academic arrear for deciding the eligibility of a candidate. If a candidate is awaiting the result of a Supplementary Exam taken by him, that paper need not be considered as an arrear.
- 9.4 It is clarified that a candidate becomes ineligible to contest the election only if he is convicted of any criminal offence or misdemeanour by any Court of Justice, that is, if a particular case is under trial, the same alone would not make the candidate ineligible. If he/she is otherwise eligible as far as the disciplinary action by the University authorities is concerned, the same principle is to be followed. That is, a candidate can be considered ineligible, only after the passing of the judgment/order imposing such punishment/disciplinary action.
- 9.5 At the time of the Scrutiny of Nominations, the burden of producing enough evidence, for a challenge regarding the credentials

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submitted/declarations made by a Candidate, lies exclusively on the person raising such a challenge. Any such challenge/complaint, lacking enough proof, can be rejected.

- 9.6 **List of Candidates Validly Nominated:** A List of Candidates with their names, class, subject, group etc. whose nominations have been declared valid shall be published by affixing the same on the notice board/website of the University.
- 9.7 **Withdrawal of Candidature:** Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person. Withdrawal once made shall be final. A Candidate who has withdrawn his nomination shall not be considered eligible for re-nomination as a candidate for the same election in that academic year.
- 9.8 **Final List of Candidates:** The coordinator shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates validly nominated as candidates for election/interview, showing the names arranged in alphabetical order, together with their class, group, subject etc.
- 9.9 Declaration of election/ interview of validly nominated Candidates (Candidates elected unopposed):
- (i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected/selected unopposed.
 - (ii) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by the election/ interview, such candidates shall be declared to have been duly elected/selected unopposed, and the board shall be called upon to elect a person(s) as the case may be to fill the remaining vacancy.
 - (iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election/ interview, then the coordinator shall proceed with the election/ interview in the manner prescribed.

10 CODE OF CONDUCT FOR CANDIDATES

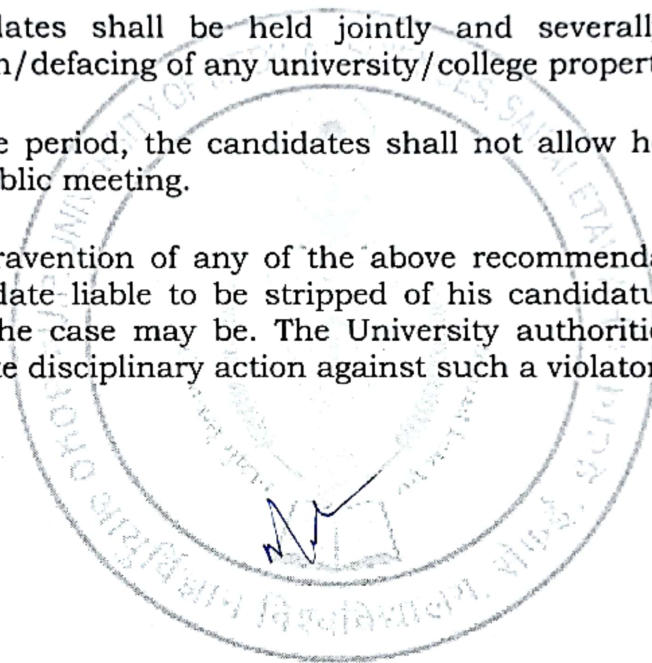
- 10.1 No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religions or linguistic, or between any group(s) of students.

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- 10.2 Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 10.3 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university campus/college campus.
- 10.4 No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities.
- 10.5 All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.
- 10.6 During the period, the candidates shall not allow holding procession and/or public meeting.
- 10.7 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature or his elected post, as the case may be. The University authorities may also take appropriate disciplinary action against such a violator.



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