



GOVERNMENT OF GOA
गोंय अभियांत्रिकी महाविद्यालय
GOA COLLEGE OF ENGINEERING

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Ref: GEC/PPL/STUD.MTM./52/F/1172

7/10/2024

CIRCULAR

Goa University has issued a notification regarding the formation of Students Council in Affiliated Colleges (Rule 04). Goa College of Engineering being one of the affiliated colleges will be implementing the same. A copy of the Notification is enclosed for the information of all Students, Faculty and Staff of GEC. Further instruction will follow from the office of the Principal.


Dr.M.S.Krupashankara
PRINCIPAL

Copy:

- (1) Head of Departments
- (2) Chairman, General Secretary, Members of Students Council
- (3) Dr. Adlete Mascarenhas, Advisor, Students Council
- (4) Dr. Ganesh Hegde, Professor & Chief Warden, Hostel
- (5) Dr. Milind Sakardhande, Advisor, Cultural Activities
- (6) Office Copy
- (7) Guard Copy



GOA UNIVERSITY

Taleigao Plateau, Goa

NOTIFICATION

Rule - 04 Rules relating to the formation of Students Council in Affiliated Colleges.

- 4.1 a) There shall be a College Students Council formed for each academic year, by each of the affiliated Colleges of Goa University latest by 30th November of each academic year.
- b) The College Students Council shall consist of a Chairperson (Teacher in-charge) who shall be a regular teacher nominated by concerned Principal along with other teachers, a General Secretary, a Sports Secretary, a Cultural Secretary directly elected by all the students. There shall also be a Ladies Representative directly elected by all woman students. There shall be Class Representatives elected by students of each Class/Division as described in Clause 4.3 (c).
- c) In case there are no nominations for General Secretary, Ladies Representative, Sports Secretary and Cultural Secretary, the Principal shall nominate suitable students as General Secretary, Ladies Representative Sports Secretary and Cultural Secretary.
- 4.2 a) The basic objective of the Council shall be to promote friendship among the students of the College/Institution, to encourage curricular, co-curricular and extra-curricular activities to develop campus talents so as to promote academic, scientific, intellectual and literary activities through various forums formed by the students in consultation with the Chairperson Students' Council (Teacher in-charge), along with other teacher members to take up with the College/Institution authorities, the genuine problems and difficulties faced by all the students of the College/Institution; to assist the College/Institution authorities in proper conduct of various academic and cultural programmes; and to organize/undertake such activities as are conducive to the



growth of intellectual and creative activities on the campus.

- 4.3
- a) Class shall consists of First Year, Second Year, Third Year, (Fourth or Fifth Years where applicable) M.Sc.; M.A.; M.Com. Part-I and Part-II, Ph.D., Science, Commerce, Arts and such other programs offered at Undergraduate, Post graduate and Doctorate level.
 - b) New Representative to be added as and when Subjects/Faculty is created or becomes operational.
 - c) There shall be a Class Representative for each Division of Class for the First Year, Second Year, Third Year, (Fourth or Fifth Years where applicable) M.Sc.; M.A.; M.Com.(i.e. PG, Part-I and Part-II) or other Master's program.
- 4.4
- a) The total strength of the elected members of the Students' Council shall be based on the strength of students enrolled in various Classes/Divisions as shown under 4.3 above.
 - b) The Principal/Head of the Institution shall nominate a student as Class Representative where there is no elected Class Representative for a Class/Division. In such cases, the Principal may nominate-
 - i) A woman student if elected members do not contain woman students or there is very small representation of woman students within elected representatives.
 - ii) A Research students' Representative if the number of research (Ph. D.) scholars in the College is more than five.
- 4.5
- The representation of students on the Council as provided for in 4.3 shall be done by election through secret ballot.
- a) There shall be an Executive Body of the Students' Union which shall comprise of a Secretary, a Sports Secretary, a Cultural Secretary, a Ladies Representative and a Research Student's Representative each to be directly elected by all the eligible student voters on the College campus. The Ladies Representative shall be elected by eligible voters. The Principal shall have a discretionary power to nominate one Male and one Female under Gender Champion from amongst any student known for his/her scholastic attainments on the Executive Body of the Union. The students to be nominated by the Principal on the Executive Body may not be from the elected members of the Students' Union.

The Students Council Committee appointed by the Principal and headed by its Chairperson shall be responsible for conducting the



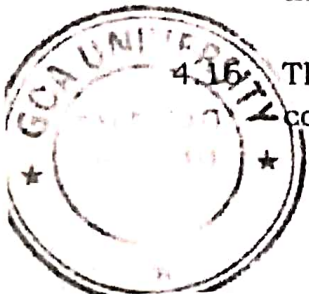
election of the College/Institution.

- 4.7 a) The process of conducting the elections to the Students' Council shall commence within 6 to 8 weeks from the commencement of the first instructional day of the Academic year for Part-I/1st year of PG/UG students on the College/Institution campus. The Students Council Committee in consultation with the Principal/Head of the Institution shall decide the dates of elections of the Students' Council.
- b) The students who have enrolled themselves for an academic program by paying the admission fees on or before 1st working day in the month of August of each academic year shall be included in the voters list. In case of professional programs (Medical, Law, Pharmacy, Engineering), those students who have enrolled themselves for an academic program by paying the admission fees on or before 15th September of each academic year shall be included in the voters list.
- 4.8 The candidate must be a regular, full-time student of the College/University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full-time programs, the course duration being at least one year.
- 4.9 At the time of receipt of nomination forms an acknowledgement slip shall be given to the candidate clearly mentioning the date and time; however, acceptance of the nomination form does not construe that the candidature is qualified.
- 4.10 The maximum permitted expenditure per candidate shall be Rs. 5,000/-.
- 4.11 The age limit of the candidate to be eligible to contest the election or who are nominated by the Principal shall have to be within the minimum/maximum age limit on the date of the scrutiny of the nomination papers as stipulated below:
- a. Undergraduate student shall have completed 17 years, and shall not be more than 22 years of age, for Colleges/Professional Colleges where the course ranges between 4 to 5 years the age shall not be more than 24 years.



- b. Post graduate shall not be more than 25 years of age. Post Graduate courses where the undergraduate programme is 4 to 5 years the age shall not be more than 27 years.
- c. Research students shall not be more than 28 years of age, in cases where the Under graduate course is 4 to 5 years here the age is relaxed to 30 years.
- 4.12 The candidate should furnish his/her mark sheets of the previous year's examinations while submitting his nomination form, should have passed the minimum required credits wherever applicable.
- 4.13 No student falling in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:
- a. The student who has backlog of any of the courses of earlier Examinations including internal, external examinations of the respective degree.
OR
 - b. Who has been admitted to the class from which he/she is contesting by getting the benefit of ATKT.
OR
 - c. A student who is repeater in a class from which he/she is contesting the elections.
OR
 - d. A student who has past criminal record.
OR
 - e. A student who has been involved in cases of indiscipline or is suspended from the College campus in the previous year of studies.
- 4.14 Both the Proposer and Secunder of the nomination form shall have no backlogs of any of the courses of the earlier examinations including internal, external and departmental/College examinations of the respective degree.
- 4.15 Each candidate shall, within two weeks of the declaration of the result, submit complete accounts to the College authorities. The College shall publish such accounts, within 2 days of the submission of such accounts, through a suitable medium like Notice Board so that any member of the student body may freely examine the same.

4.16 The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.



- 4.17 With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.
- 4.18 No student shall contest elections to more than one position of the Students' Council.
- 4.19 The Candidate to the positions of General Secretary of the Students' Council shall be a student who has successfully completed at least one year of his/her respective program of study.
- 4.20 The College Students Council shall meet within seven days from the date of the declaration of the election results. Thereafter it shall meet at least once a month and more times and the date of a meeting and its agenda shall be notified to the members of the Council by the General Secretary.
- 4.21 The Chairperson of Students Council shall preside over the meetings and the General Secretary shall maintain the minutes of the meeting. All the decisions of the Student's Council shall be by a majority of those who are present.
- 4.22 Generally, all payments towards activities of the Council shall be made directly by the College. The General Secretary shall be responsible for the funds (if provided by the College) and material given to him by the Chairperson of the Students Council for the activities of the Council. The General Secretary shall prepare an annual report of the activities of the Council and submit it to the Principal/Head of the Institution through the Chairperson of Students' Council.



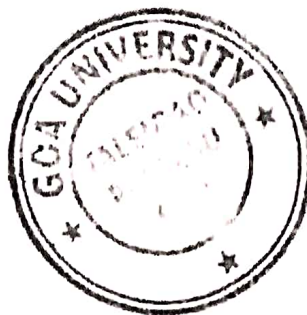
4.23 The Chairperson of the Students Council may refer to the Principal/Head of the Institution, any difference of opinion with regard to the interpretation of the composition and/or any matter concerning the activities of the Students' Council.


24/07/24.
(Prof. V. S. Nadkarni)
REGISTRAR

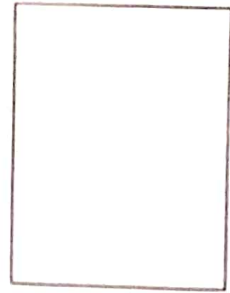
Place: Taleigao Plateau, Goa
Date: 24th July, 2024

Encl:

1. *College Student Council Nomination Form, Election to Class Representative of _____ College Students Council.*
2. *College Student Council Nomination Form, Election to the Post of General Secretary, Ladies Representative, Sports Secretary, Cultural Secretary of College Students Council.*



COLLEGE STUDENT COUNCIL NOMINATION FORM
ELECTION TO CLASS REPRESENTATIVE OF _____ COLLEGE
STUDENTS COUNCIL



INSTRUCTIONS TO THE CANDIDATE

- 1 The nomination form must be submitted to the Returning Officer so as to reach him/her not later than the time and day specified in the Election Notification.
- 2 The nomination form shall be in the prescribed format and shall be dated and signed by the Proposer and Secunder from the same group who are entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination form. A voter or Candidate shall not propose or second the candidature of more persons than the total number of representatives to be elected in that group.
- 3 The age limit and other eligibility conditions to contest elections shall be as given in the Rule 04 for conduct of College Students' Council elections.
- 4 The students of Part II, S.Y, T.Y (or higher classes) and Ph. D should submit their College Identity Card. The students of Part-I and the First Year (F.Y.U.G) should submit their fee receipt in case the Identity Card is not issued.
- 5 The candidates who are contesting the election should be present 15 minutes before the commencement at the venue of voting on the day of the election. If no candidate is present at the time of starting of election, the Election Officers present will seal the ballot box in their absence and no complaint shall be entertained thereafter.
- 6 A nomination form which does not comply with all the above-mentioned requirements shall be rejected.

-
- 1 The post applied for: _____
 - 2 Name of the Candidate: _____
(in capital letters) Surname Name Middle Name
 - 3 Residential address of the candidate: _____

 - 4 Part _____ Programme _____
Roll No _____ Tel. No _____
 - 5 Date of Birth (in figures and words) _____
 - 6 Name of the Proposer _____
(in capital letters) Surname Name Middle Name
 - 7 Programme _____ Roll No _____

Signature of the Proposer

8. Name of the Seconder: _____
(in capital letters) Surname Name Middle Name

9. Programme _____ Roll No. _____

Date: _____ Signature of the Seconder _____

DECLARATION OF THE CANDIDATE

I hereby declare that I _____ am aware of the Rules and Regulations governing the students council election, and these are binding on me. I am aware that in the event of my information being found false or incorrect at any stage, my candidature shall be liable to cancellation. I further declare that the information given above is true to the best of my knowledge and consent to my nomination.

Date: _____ Signature of the Candidate _____

CERTIFICATE

This is to certify that the above candidate is a student of UG/Part-I / Part-II /Ph.D. of _____ of _____
(Programme)

(The students does not have any backlog in the case of Part-II or Second year onwards)
The proposer and seconder are also students of the same group and do not have any backlog.

(Signature of Election Officer)

Signature of Principal/Vice Principal of the College

REMARKS OF THE OFFICE

The nomination form of Shri/Smt./Kum _____
_____ was received on _____
(day), the _____ (date) at _____ (time).

Signature of the receiver.

SCRUTINY OF THE NOMINATION FORM

1. The Nomination Form is found to be valid.

2. The Nomination Form is invalid due to _____

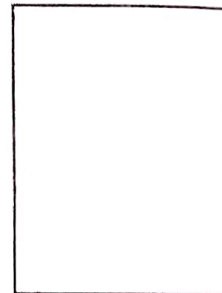
Date: _____

Signature of the Returning Officer

The Nomination Form is withdrawn by the candidate on _____

Signature of the Returning Officer

COLLEGE STUDENT COUNCIL NOMINATION FORM
ELECTION TO THE POST OF GENERAL SECRETARY, LADIES
REPRESENTATIVE, SPORTS SECRETARY, CULTURAL
SECRETARY OF COLLEGE STUDENTS COUNCIL



INSTRUCTIONS TO THE CANDIDATE

1. The nomination form must be submitted to the Returning Officer so as to reach him/her not later than the time and day specified in the Election Notification.
2. The nomination form shall be in the prescribed format and shall be dated and signed by the Proposer and Secunder from the same group who are entitled to vote. No person shall be nominated as a candidate for election unless he/she signifies his/her consent on the nomination form. A voter or Candidate shall not propose or second the candidature of more persons than the total number of representatives to be elected in that group.
3. The age limit and other eligibility conditions to contest elections shall be as given in the Rule 04 for conduct of College Students' Council elections.
4. The students of Part II, S.Y, T.Y (or higher classes) and Ph. D should submit their College Identity Card. The students of Part-I and the First Year (F.Y.U.G) should submit their fee receipt in case the Identity Card is not issued.
5. The candidates who are contesting the election should be present 15 minutes before the commencement at the venue of voting on the day of the election. If no candidate is present at the time of starting of election, the Election Officers present will seal the ballot box in their absence and no complaint shall be entertained thereafter.
6. A nomination form which does not comply with all the above-mentioned requirements shall be rejected.

1. The post applied for: _____
2. Name of the Candidate: _____
(in capital letters) Surname Name Middle Name
3. Residential address of the candidate: _____

4. Part _____ Programme _____
Roll No. _____ Tel. No. _____
5. Date of Birth :(in figures and words) _____
6. Name of the first Proposer: _____
(in capital letters) Surname Name Middle Name
7. Programme _____ Roll No. _____

Signature of the first Proposer

6. Name of the second Proposer _____
(in capital letters) Surname Name Middle Name

7. Programme _____ Roll No. _____

8. Name of the Seconder(1) _____
(in capital letters) Surname Name Middle Name
Signature of the second Proposer

9. Programme _____ Roll No. _____

Date: _____ Signature of the Seconder(1)

8. Name of the Seconder(2) _____
(in capital letters) Surname Name Middle Name

9. Programme _____ Roll No. _____

Date: _____ Signature of the Seconder(2)

DECLARATION OF THE CANDIDATE

I hereby declare that I _____ am aware of the Rules and Regulations governing the students council election, and these are binding on me. I am aware that in the event of my information being found false or incorrect at any stage, my candidature shall be liable to cancellation. I further declare that the information given above is true to the best of my knowledge and consent to my nomination.

Date: _____ Signature of the Candidate

CERTIFICATE

This is to certify that the above candidate is a student of UG/Part-I / Part-II /Ph.D. of

_____ of _____
(Programme)

(The students does not have any backlog in the case of Part-II or Second year onwards)

The proposer and seconder are also students of the same group and do not have any backlog.

(Signature of Election Officer)

Signature of Principal/Vice Principal of
the College

REMARKS OF THE OFFICE

The nomination form of Shri/Smt./Kum _____

_____ was received on _____

(day), the _____ (date) at _____ (time)

Signature of the receiver.

SCRUTINY OF THE NOMINATION FORM

1. The Nomination Form is found to be valid.

2. The Nomination Form is invalid due to _____

Date: _____

Signature of the Returning Officer

The Nomination Form is withdrawn by the candidate on _____

Signature of the Returning Officer

(Receipt for College Student Council election)

COLLEGE/INSTITUTION NAME

No: _____

Date: _____

This is to acknowledge the receipt of the nomination form of _____

_____ Part _____

College/Institution _____

for the post _____ of the election of

_____ Students Council.

Time:

RECEIVERS SIGNATURE