

**Date – 18/02/2025****NOTICE**

Nominations are invited from eligible students for the following posts of Office Bearers of Students' Council for the Academic year 2025 – 26. The Election schedule and the lists of Returning Officers are given below. Rules and Eligibility criteria are given in Annexure – I. General and specific roles and responsibilities to be carried out by the council members are given in Annexure – II. The hierarchy to be followed by the council members are described in Annexure – III.

**Tentative Schedule:**

<b>Release of Notification</b>	:	<b>18 / 02 / 2025 (Tuesday)</b>
<b>Last Date &amp; Time for Nomination</b>	:	<b>06 / 03 / 2025 ( Thursday)</b>

**Note:** Further Important Dates & Mode of Election will be informed soon

**Office Bearers of the Students' Council (AY 2025 – 26)****Candidates through direct election:**

Sl. No.	Post	Eligibility of Candidates	No. of Post	Electorate
1	President	<b>Open</b> for Third Years of B. Tech., B. Arch. and Fourth Year of B. Arch.	01	All Third Years of B. Tech., B. Arch and Fourth Year of B. Arch
2	Vice President (VP)	<b>Reserved for Girls</b> from Third Year of B. Tech., B. Arch. and Fourth Year of B. Arch.	01	All Third Year <b>Girl</b> students of B. Tech. / B. Arch and Fourth Year of B. Arch
3	General Secretary (GS)	<b>Open</b> for Second Years of B. Tech. / B. Arch.	01	All Second Year students of B. Tech. / B.Arch.
4	Additional General Secretary (AGS) / Treasurer	<b>Reserved for Girls</b> from Second Years of B. Tech. / B. Arch.	01	All Second Year <b>Girl</b> students of B. Tech. / B. Arch.
5	Joint Secretary (JS)	<b>Open</b> for First Years of B. Tech. / B. Arch. / B.Sc. B.Ed.	01	All First Year students of B. Tech. / B. Arch. / B.Sc. B.Ed.



6	Additional Joint Secretary (AJS)	<b>Reserved for Girls</b> from First Years of B. Tech. / B. Arch. / B.Sc. B.Ed.	01	All First Year <b>Girl</b> students of B. Tech. / B. Arch. / B.Sc. B.Ed.
7	PG Secretary	<b>Open</b> for First Years of M. Sc / M. Tech. / MCA / MBA / M. Arch. / MA	01	All First Year students of M. Sc / M. Tech./ MCA / MBA / M. Arch. / MA
8	Ph.D / M.S. Secretary	<b>Open</b> for Second and Third Years of Ph.D & First year of MS	01	All full time Ph.D / MS scholars

**Returning Officers for all Positions:**

1	<b>Dr. Jitraj Saha</b>	:	Associate Dean (SW), <a href="mailto:adsw@nitt.edu">adsw@nitt.edu</a> , +91-9486001179
2	<b>Dr. Nagajyothi Virivinti</b>	:	Associate Dean SW ( Girls ) <a href="mailto:adswg@nitt.edu">adswg@nitt.edu</a> , +91 99853 2998

**Additional Secretarial Posts for various clubs:**

Nominations from the students will be called through Expression of Interest (EoI) circulated by the Office of Dean Students Welfare via a Google Form after the general elections. The candidates will be shortlisted and interviewed by a selection panel nominated by Dean Students Welfare.

Sl. No.	Council Name	Post / Positions	Number of Post / Positions	Eligible Candidates
1.	Technical Council	Technical Secretary	01	Third year B. Tech / B. Arch students.
		Deputy Technical Secretary	01	
2.	Cultural Council	Cultural Secretary	01	
		Deputy Cultural Secretary	01	



**NATIONAL INSTITUTE OF TECHNOLOGY, Tiruchirappalli 620015**

**OFFICE OF THE DEAN (STUDENTS WELFARE)**

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3.	Social Council	Social Secretary	01	
		Deputy Social Secretary	01	
4.	Sports Council	Sports Secretary	01	



**Annexure – I: Rules / Regulations and Eligibility Criteria**

**General Eligibility Criteria and Rules:**

1. The candidates should be a regular student to Institute
2. The candidates should have no standing arrears and should have a clear track record with a CGPA of 6.5 or above.
3. Ex Students' Council Office Bearers are not eligible
4. Candidates who lost on the general elections are NOT eligible to apply for the secretarial roles in the Technical / Cultural / Social and Sports Council to avoid any kind of conflict of interest with the elected Students' Council.
5. Any candidate whose credibility is questionable, is liable to disqualify from candidature.
6. The candidate shouldn't have been involved in any in-disciplinary activities, anti-social remarks (i.e., comments based on caste, religion, gender etc), anti-national, anti-institute and other criminal activities.
7. Any complaint against a potential candidate making false promises and / or claims during the election campaign which is beyond the jurisdiction of the student's / students' council will lead to their disqualification from the election process.

**The candidates should refrain from any types on campaign based on caste / creed / gender-biasness / religious faith / vernacular (or regional) languages / hate speeches etc. Any complaint on these issues will lead to cancelation of the candidature along with Disciplinary Action against the student. He / She may be suspended from the institute for one academic year.**

8. The candidates should not have
  - a) any disciplinary (Hostel / Institute level) actions being taken on them,
  - b) any criminal record/s,
  - c) indulged in any undesirable activity to disrespect the highest standard and discipline of the institute.
9. The candidate should be free from any type of addictions. If required, the candidate should be ready to undergo the prescribed medical examinations for substance abuse.
10. Students who wish to contest must submit the following documents to the Returning Officer:
  - a) Filled in nomination form.
  - b) A photocopy of Proposer, Second Proposer and Candidate's ID Card issued by NITT.
  - c) Original Transcript (Partial) from the Office of the Dean (Academic).
  - d) No Objection Certificate as per prescribed format.
  - e) Certificates form the Faculty Advisors (FA) to support their claim regarding involvement in any kind of institute / department-level activities. [Mandatory]



- f) No dues clearance from the HoD, Hostel Warden, Hostel Convener, respective Associate Deans (Academic) [For UG, PG and PhD] and Associate Dean (SW) [For Boys] & Associate Dean (OPAL) [For Girls] should be obtained by the candidate submitted along with the No Objection Certificate.

**11. The Returning Officers' decision will be final and binding.**

12. In the event of any major post of office bearer falling vacant within two months of elections, re-elections or call for Expression of Interest (EoI) will be conducted within two months from the date of election. The office of Dean Students Welfare will decide the mode of selection based upon the requirement.
13. Students are advised to check NITT website for further updates.

**Position wise Additional Essential Eligibility Criteria:**

- President and Vice-President:** Candidates filing nominations must have two major credibility, like EITHER
  - the experience to manage at least two institute / department level program (fest) with minimum 750 + footfall, OR
  - one post of deputy manager or Heads or Excomms of the major fests like Festember / Pragyan / NITTFest / SportsFete, AND one institute / department level program (fest) with minimum 750 + footfall.
- General Secretaries:** Candidates filing nominations must have one major credibility, like EITHER
  - the experience to manage at least one institute / department level program (fest) with minimum 750 + footfall, OR
  - one post of Coordinators of the major fests like Festember / Pragyan / NITTFest / SportsFete
- Joint Secretaries:** Candidates filing nominations must have one major credibility, like Class Representatives (CRs) for at least one semester OR Coordinator of any major fest like Festember / NITTFest / Aaveg.
- Technical Secretary / Deputy Technical Secretary:** Candidates filing nominations must have been a part of Technical club for two years and at least one participation in the major fests / competition inside or outside campus.
- Cultural Secretary / Deputy Cultural Secretary:** Candidates filing nominations must have been a part of Cultural club for two years and at least one participation in the major fests / competition inside or outside campus.
- Social Secretary / Deputy Social Secretary:** Candidates filing nominations must have been a part of Social club for two years and at least one participation in the major fests / competition inside or outside campus.
- Sports Secretary:** Candidates filing nominations must have been a part of Sports contingent for two years and at least one participation in the major fests / competition inside or outside campus.

**ANNEXURE – II: General Roles and Responsibilities of the Council members.**

General responsibilities to be carried out by the council members are as follows:

1. To provide support and mentoring for students,
2. To prepare cultural association fee & festival fee budget for the academic year,
3. To coordinate industrial and international; collaborations,
4. Involvement in all the institute activities.

Specific roles and responsibilities to be carried out by the council members are as follows:

POST	RESPONSIBILITIES
<b>PRESIDENT</b>	<ol style="list-style-type: none"><li>a) Representing all students of NIT and academic related activities of all Year Students</li><li>b) Executive committee member of Festember</li><li>c) Member of Academic Committee as required by the Institute.</li><li>d) Member of students' scholarship, disciplinary and grievance committee</li><li>e) Preparation of all developmental proposals</li><li>f) Coordinating all the clubs and festivals together with the respective secretaries</li><li>g) Member of Hostel Administrative Committee &amp; Estate Welfare Committee</li><li>h) Event approval in OD portal</li></ol>
<b>VICE-PRESIDENT</b>	<ol style="list-style-type: none"><li>i) Representing all students of NIT and academic related activities all Year Students</li><li>a) Executive committee member of Pragyam</li><li>b) Member of girl student's disciplinary and grievance committee (UG, PG and PhD)</li><li>c) Member of Hostel Administrative Committee &amp; Safety and Security advisory committee</li><li>d) Planning, expansion and diversification of institutional activities</li><li>e) Coordinate with the Office of International and Alumni Relations</li><li>f) Head of Editorial Board</li></ol>
<b>GENERAL SECRETARY</b>	<ol style="list-style-type: none"><li>a) Representing all students of NIT and academic related activities of 3<sup>rd</sup> Year and MIS Committee</li><li>b) Executive committee member of NITTFEST and final year Nostalgia</li><li>c) Member of Alumni Institute Interaction Cell</li><li>d) Member of Transport advisory committee and office of International Relations and Estate welfare committee</li><li>e) Member of students' scholarship committee</li><li>f) Coordinating MoUs related to students' activities</li></ol>
<b>ADDITIONAL GENERAL SECRETARY (Girls)</b>	<ol style="list-style-type: none"><li>a) Representing all students of NIT and academic related activities of 3<sup>rd</sup> Year and MIS Committee</li><li>b) Budget allocation for technical, social and cultural clubs in coordination with respective secretaries (Technical, Cultural and Social), President and Vice-President.</li></ol>



	<ul style="list-style-type: none"> <li>c) Treasurer for first year UG Orientation and final year Nostalgia.</li> <li>d) Coordinating Equity Action Plan (TEQIP) related to Girls students.</li> </ul>
<b>JOINT SECRETARY</b>	<ul style="list-style-type: none"> <li>a) Representing 2<sup>nd</sup> year B. Tech. / B. Arch for their academic related activities for 1<sup>st</sup> and 2<sup>nd</sup> Year and MIS Committee.</li> <li>b) Advisory Committee member for Sports Council &amp; First year UG Orientation</li> <li>c) Mentoring for first year students</li> <li>d) To maintain the student's council social media account &amp; website</li> <li>e) Member of transport committee and Horticulture committee</li> </ul>
<b>ADDITIONAL JOINT SECRETARY (Girls)</b>	<ul style="list-style-type: none"> <li>a) Representing 2<sup>nd</sup> year B. Tech. / B. Arch for their academic related activities for 1<sup>st</sup> and 2<sup>nd</sup> Years and MIS Committee</li> <li>b) Chairperson for Aaveg</li> <li>c) Mentoring for first year girl students</li> <li>d) Documentation of all council activities</li> <li>e) Member of Safety and security advisory committee.</li> </ul>
<b>PG SECRETARY</b>	<ul style="list-style-type: none"> <li>a) Stipend regulation for all PG students.</li> <li>b) Chairperson for PG Orientation and PGion.</li> <li>c) Address academic and MIS related issues for PG students.</li> <li>d) Member of PG students' grievance committee. Responsible for club interaction. Member of Alumni Institute Interaction Cell, Horticulture and Hospital advisory committees.</li> </ul>
<b>PhD SECRETARY</b>	<ul style="list-style-type: none"> <li>a) Stipend regulation for PhD/MS.</li> <li>b) Coordinate various academic and non-academic activities related to PhD students, RSF association activities and PhD alumni interaction</li> <li>c) Responsible for PhD student's club interaction.</li> <li>d) Member of PhD students' grievance committee, Quarters allotment committee and Hospital advisory committee.</li> </ul>

**RESPONSIBILITIES OF SECRETARIES**

<b>RESPONSIBILITIES</b>	
<b>Technical Secretary for Technical Council</b>	<ul style="list-style-type: none"> <li>a) Member of Festival Advisory Committee. <u>Chairperson for TransfiNITTe</u></li> <li>b) Budget allocation, manages finances, permissions and bill settlement related to all Technical Clubs and <u>reports to Additional General Secretary</u></li> <li>c) Preparation of detailed report on each technical club activities and submit to o/o Dean Students Welfare</li> <li>d) Manage Student Aid Fund (SAF) scholarships and hall booking portal</li> <li>e) Promote entrepreneurship development in campus, CEDI relations, Centre of Excellences (CoEs), SIH formalities, Student Activity Center (SAC), Relations with SCIEnT, PR and Media of technical clubs and communities</li> <li>f) PoC for CommuNITTy, official newsletter of NIT Trichy</li> <li>g) Manages technical communities, teams, resources</li> </ul>



<b>Cultural Secretary for Cultural Council</b>	<ul style="list-style-type: none"><li>a) Member of Festival Advisory Committee. <u>Executive Committee member of Festival teams and Chairperson for Onam, Ganesh Utsav, Ethnic Night and Saraswati Puja</u></li><li>b) Budget allocation, managing finances, permissions and bill settlement for cultural club events and <u>reports to Additional General Secretary</u></li><li>c) Preparation of detailed report on each cultural club activities and submit to o/o Dean Students Welfare</li><li>d) Public and Media Relations - Responsible to make report for CommuNITTy Newsletter</li><li>e) Facilitating collaborations between clubs and other institutes</li></ul>
<b>Social Secretary for Social Council</b>	<ul style="list-style-type: none"><li>a) Member of Festival Advisory Committee. <u>Chairperson Social Week and HumaNITTy</u></li><li>b) Budget allocation, finances, permissions and bill settlement for social club events and <u>reports to Additional General Secretary</u></li><li>c) Preparation of detailed report on each social club activities and submit to o/o Dean Students Welfare</li><li>d) Coordinating any query raised by Students with Disability, Mental Health Initiatives with the Institute's Counselling and Guidance Cell</li><li>e) Promotes awareness about various social issues faced by all stakeholders of NIT Tiruchirappalli. Managing inductions, resources and team-related activities.</li><li>f) Member of the Institute Horticulture Committee.</li><li>g) Public and Media Relations - Responsible to make report for CommuNITTy Newsletter.</li><li>h) Manages permissions for social clubs regarding their outreach activities and responsible for Alumni interactions through RECAL and affiliated bodies.</li></ul>
<b>Sports Secretary for Sports Council</b>	<ul style="list-style-type: none"><li>a) Member of Festival Advisory Committee.</li><li>b) Manages finances and permissions of sports activities and reports to SAS officers, NITT.</li></ul>



**Annexure – III:****A. Hierarchy for the permissions and bill settlements of major fests Festember / Pragyan / NITTFest / SportsFete:****Signatory authorities for permissions:**

Chairperson of the Fest	Treasurer / Overall Coordinator of the fest	Excomm from the Students' Council
Faculty Advisor – 1	Faculty Advisor – 2	Associate Dean Girls (for Girls related permissions)
SAS Officer	Associate Dean (SW)	Dean (SW)

**Signatory authorities for bill settlement:**

Chairperson of the Fest	Treasurer / Overall Coordinator of the fest	Excomm from the Students' Council
Faculty Advisor – 1	Faculty Advisor – 2	Office of Student Welfare (for verification of the bills)
SAS Officer	Associate Dean (SW)	Dean (SW)

**B. Hierarchy for the permissions and bill settlements of club activities:****Signatory authorities for permissions:**

Chairperson of the Fest	Treasurer / Overall Coordinator of the fest	Secretary (Technical / Cultural / Social / Sports)
President / Vice President of Students' Council	Faculty Advisor	Associate Dean Girls (for Girls related permissions)
SAS Officer	Associate Dean (SW)	Dean (SW)

**Signatory authorities for bill settlement:**

Chairperson of the Fest	Treasurer / Overall Coordinator of the fest	Secretary (Technical / Cultural / Social / Sports)
President / Vice President of Students' Council	Faculty Advisor	Office member of Student Welfare (for verification of the bills)
SAS Officer	Associate Dean (SW)	Dean (SW)



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**Dean (Students Welfare)**

Copy to:

1. Returning Officers and HAC, with a request to display in the hostel / mess notice boards
2. Dean (Academic) and Associate Deans (Academic)
3. First Year Coordinator, with a request to display in the notice boards
4. All HODs with a request to display in the department notice boards
5. All Notice Boards (Institute and Hostels)
6. Copy submitted to the Director

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Associate Dean (Students' Welfare)

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