



NATIONAL INSTITUTE OF TECHNOLOGY, Tiruchirappalli 620015

OFFICE OF THE DEAN (STUDENTS WELFARE)

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Date - 13.04.2023

NOTICE

Nominations are invited from eligible students for the following posts of Office Bearers of Students' Council for the academic year 2023 - 24 for which Returning Officers and the schedule are given below. General and specific roles and responsibilities to be carried out by council members are given in Annexure.

Tentative Schedule:

Release of Notification	:	13.04.2023 (Thursday), 03:30 pm
Last Date & Time for Nomination	:	19.04.2023 (Wednesday), 11:00 am
Scrutiny and Announcing the Eligible Candidates	:	19.04.2023 (Wednesday), 05:00 pm
Last Date & Time for Withdrawal	:	20.04.2023 (Thursday), 12:00 pm
Release of list of Final Candidates	:	20.04.2023 (Thursday), 05:00 pm
Date of Election, if required and venue	:	25.04.2023 (Tuesday) from 01:30 pm to 07:30 pm at Third - i.

Office Bearers of the Students' Council

Sl. No	Name of the Post	Eligibility for Candidates	No. of Post	Returning Officers	Electorate
1	President	Open for Third Years of B.Tech. and Fourth Years of B.Arch.	1	Dr. Jitraj Saha, Associate Dean (SW)	All Third-year students of B.Tech. / B.Arch. and 4 th year students of B. Arch.
2	Vice President	Reserved for Girl from Third Years of B.Tech. and Fourth Years of B.Arch.	1	Dr. Baby Viswambharan, Associate Dean (Opal)	All Third year Girl students of B.Tech. / B.Arch. and 4 th year girl students of B. Arch.
3	General Secretary	Open for Second Years of B.Tech. / B.Arch.	1	Dr. U. Srinivasalu Reddy, Hostel Convener	All Second-year students of B.Tech. / B.Arch.
4	Additional General Secretary	Reserved for Girl from Second Years of B.Tech. / B.Arch.	1	Dr. K. Pinkymol, EEE, Warden - OPAL E, Ground Floor Mess.	All Second year Girl students of B.Tech. / B.Arch.

5	Joint Secretary Representing 2 nd year B.Tech. / B.Arch	Open for First Years of B.Tech. / B.Arch.	1	Dr. Abhijit Das, Mathematics, Warden - Garnet C, Agate, Mess A	All first-year students of B.Tech. / B.Arch.
6	Additional Joint Secretary Representing 2 nd year B.Tech. / B.Arch	Reserved for Girl from First Years of B.Tech./B.Arch.	1	Dr. R. Gowthami, Mathematics, Warden - OPAL D	All First year Girl students of B.Tech. / B.Arch.
7	PG Secretary	Open for First Years of M.Sc / M.Tech. / MCA / MBA / M.Arch. / MA	1	Dr. K. Selvakumar, CA, Warden - Amber A & Amber B	All First year students of M.Sc / M.Tech./ MCA / MBA / M.Arch. / MA
8	PG Secretary (Girls)	Reserved for Girl from First Years of M.Sc / M.Tech. / MCA / MBA/ M.Arch. / MA	1	Dr. S. Mageshwari, EEE, Warden - OPAL A & First Year Mess	All First year Girl students of M.Sc / M.Tech./ MCA / MBA / M.Arch. / MA
9	Ph.D / M.S. Secretary	Open for Second Years of Ph.D & First year of MS	1	Dr. J. Kirubakaran, DoMS, Warden - Zircon- C & Mess- B	All Full Time Ph.D / MS scholars
10	Ph.D / M.S. Secretary (Girls)	Reserved for Girl from Second Years of Ph.D & First years of MS	1	Dr. Shameedha Begum, CSE, Warden - OPAL C & First Floor Mess	All Full Time Ph.D / MS (Girls) scholars

Eligibility and Other Criteria

1. The candidates should have no standing arrears and should have a clear track record with a CGPA of 7.5 or above.
2. Any candidate whose credibility is questionable, is liable to disqualify from candidature.
3. 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.
4. The candidates
 - a. should not have any disciplinary (Hostel / Institute level) actions being taken on them
 - b. should not have possess any criminal record.
 - c. should not have been indulged in any undesirable activity to disrespect the highest standard and discipline of the institute.
5. 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.
6. Ex Students' Council Office Bearers are not eligible.
7. 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. Transcript (Partial) from the Office of the Dean (Academic).
 - d. No Objection Certificate as per prescribed format.
 - e. Consent 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.
8. The Returning Officers' decision will be final and binding.
9. In the event of any major post of office bearer falling vacant within two months of elections, re-elections will be conducted within two months from the date of election.
10. Any candidate making false promises and / or claims beyond the jurisdiction of the student's / students' council will lead to disqualification from the election process.
11. The student's council election will be conducted by online mode. The procedure for voting will be informed along with the release of list of final candidates. Students can vote by using their NITT webmail user id and password only.
12. Students are advised to check NITT website for further updates.

-Sd-

Dean (Students Welfare)

Copy to:

Returning Officers

Dean (Academic) and Associate Deans (Academic)

Associate Dean (SW)

First Year Coordinator, with a request to display in the notice boards

All HODs with a request to display in the notice boards

All Notice Boards (Institute and Hostels)

HAC, Convener Hostels with a request to display in the hostel/mess notice boards

Copy submitted to the Director

ANNEXURE

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 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
PRESIDENT	<ul style="list-style-type: none">• Academics related activities-4th Year.• Member of Students Scholarship Committee.• Preparation of all developmental proposals.• Coordinating all the club together with the respective secretaries.• Executive Committee member of Festember.• To maintain the student's council social media account.• Member of Estate Welfare Committee.• Event approval in OD portal.
VICE-PRESIDENT	<ul style="list-style-type: none">• Academic related activities-4th Year.• Member of Girl student's grievance committee.• Member of Students Scholarship Committee.• Planning, Expansion and diversification of institutional activities.• Coordinate with Office of International and Alumni Relations.• Executive Committee member of Pragyan.• Member of Safety and Security Advisory Committee.
GENERAL SECRETARY	<ul style="list-style-type: none">• Academic related activities- 3rd Year and MIS Committee.• Conducting Nostalgia.• Member of Alumni Institute Interaction Cell.• Member of Transport Advisory Committee.• Coordinating MoUs related to student's activities.• Member of Office of International Relations.• Executive Committee member of NITTFEST.• Budget allocation for technical, social and cultural councils.
ADDITIONAL GENERAL SECRETARY (Girls)	<ul style="list-style-type: none">• Treasurer of students' council.• Academic related activities- 3rd Year and MIS Committee.• Executive Committee member for Orientation Programme for the first-year students.

	<ul style="list-style-type: none"> • Conducting Nostalgia. • Member of Estate Welfare Committee. • Coordinating Equity Action Plan (TEQIP) related to Girls students. • To maintain the student's council social media account.
JOINT SECRETARY	<ul style="list-style-type: none"> • Academics related activities- for 1st and 2nd Year and MIS Committee. • Advisory Committee member for Sports Council. • Mentoring for first year students. • Documentation of all council activities. • Member of Transport Committee. • Member of Horticulture Committee.
ADDITIONAL JOINT SECRETARY (Girls)	<ul style="list-style-type: none"> • Academics related activities- for 1st and 2nd Years and MIS Committee. • Executive Committee member for Aaveg. • Mentoring for first year students. • Member of Safety and Security Advisory Committee.
PG SECRETARY	<ul style="list-style-type: none"> • Stipend regulation for M.Tech & M,Arch. • Scholarship for MBA, MCA & M.Sc. • PGion Chairperson. • Address academic related issues for M.Tech, M,Arch, MBA, MCA & M.Sc. • Member of Alumni Institute Interaction Cell. • Responsible for PG student's club interaction. • PG Orientation for the First years. • Member of Horticulture Committee.
PG SECRETARY (Girls)	<ul style="list-style-type: none"> • PGion Vice- CHAIRPERSON. • Coordinating MIS& course registration. • Member of Hospital Advisory Committee. • PG Orientation for the first year M.Tech. • Responsible for PG students' club interaction.
PhD SECRETARY	<ul style="list-style-type: none"> • Stipend regulation for PhD/MS. • Coordinate with RSF association activities. • Coordinate PhD alumni interaction. • Coordinate various academic and non-academic activities related to PhD students. • Responsible for PhD student's club interaction. • Member of Quarters Allotment Committee for PhD Students.

	<ul style="list-style-type: none"> • Member of PhD students grievance committee.
PhD SECRETARY (Girls)	<ul style="list-style-type: none"> • Stipend regulation for PhD/MS. • Coordinate with RSF association activities. • Coordinate PhD alumni interaction. • Coordinate various academic and non-academic activities related to PhD students. • Responsible for PhD student's club interaction. • Member of Hospital Advisory Committee.

Note: The following new **purely PROVISIONAL** posts are created on a trial basis expecting smooth admin activities. The performance of the new council members, will be evaluated twice during their tenure. Based on that the Office of Dean Students Welfare will decide whether to continue with the posts or not. **The decision of the Office of Dean Students' Welfare to dissolve the post (if required) will be final.**

The Technical, Cultural, Social and Sports Secretaries (Admin Relations) will be appointed by Office of the Dean Students' Welfare through interviews. All 3rd year students

- ✓ Can apply for role of Cultural Secretary.
- ✓ Who are members of Technical and Social Council can apply for the roles of Technical and Social Secretary, respectively.
- ✓ Who are members of the Sports contingent can apply for the role of Sports Secretary.

RESPONSIBILITIES OF SECRETARIES

POST		RESPONSIBILITIES
Technical Secretaries for Technical Council	Head of Technical Council, Admin Relations	<ul style="list-style-type: none"> • Member of Festival Advisory Committee. • Manages finances and permissions related to all Technical Clubs and Communities and reports to Additional General Secretary. • Promote entrepreneurship development in campus and CEDI relations. • Manage RECAL and SAF scholarships. • Dean Students' Welfare Office relations. • Manages Centre of Excellences (CoEs). • Undertake SIH formalities.
	External Affairs	<ul style="list-style-type: none"> • Manages technical clubs' workspaces such as Student Activity Center (SAC).

		<ul style="list-style-type: none"> Organize and conduct TransfiNITTe, the flagship hackathon of NITT. Relations with SCIEnT. Manage team, resources and head Technical Council initiatives.
	Campus Affairs	<ul style="list-style-type: none"> Maintain and manages documentations of technical activities. Handles PR and Media of technical clubs and communities. Maintain and manages student related portals and apps and CSG relations. PoC for CommuNITTy, official newsletter of NIT Trichy. Manages technical communities. Manage team, resources and head Technical Council initiatives.
Social Secretaries for Social Council	Head of Social Council, Admin Relations	<ul style="list-style-type: none"> Member of Festival Advisory Committee. Responsible for Dean SW office relations. Maintains all financial and procedural formalities related to all social clubs and communities and reports to Additional General Secretary. Promotes awareness about various social issues faced by all stakeholders of NIT Tiruchirappalli.
	Campus Affairs	<ul style="list-style-type: none"> Managing inductions, resources and team-related activities. Coordinating any query raised by Students with Disability. Responsible for conducting Social Week (Social Responsibility Fest of NIT-T). Part of the Institute Horticulture Committee. Coordinating Mental Health Initiatives with the Institute's Counselling and Guidance Cell.
	External Affairs	<ul style="list-style-type: none"> Executive Committee member - HumaNITTy (Philanthropic Festival of NIT-T). Documentation of activities and events done by all social clubs, social responsibility teams and communities. Public and Media Relations - Responsible to make report for CommuNITTy Newsletter. Manages any permission related query for social clubs and communities regarding their outreach activities. Responsible for interactions with alumni through RECAL and affiliated bodies.

Cultural Secretaries for Cultural Council	Head of Cultural Council, Admin Relations	<ul style="list-style-type: none"> • Member of Festival Advisory Committee. • Manages finances and permissions for cultural clubs, and festivals and reports to Additional General Secretary. • Dean Students' Welfare Office relations. • Facilitating collaborations with RECAL and Alumni of NIT Tiruchirappalli.
	Head of Festivals	<ul style="list-style-type: none"> • Executive Committee member of Festival teams. • Manages finances and permissions of festivals and reports to Head of cultural council. • Responsible for organizing and conducting Ethnic Night.
	Head of Clubs	<ul style="list-style-type: none"> • Budget allocation, managing finances, overseeing activities for cultural clubs and reports to Head of cultural council. • Facilitating collaborations between clubs, and other institutes.
Sports Secretary for Sports Council	Head, Admin Relations	<ul style="list-style-type: none"> • Member of Festival Advisory Committee. • Manages finances and permissions of sports activities and reports to SAS officers, NITT.

FESTIVAL ADVISORY COMMITTEE

Sl. No.	Members	Roles and Responsibility
1	President	Executive committee and Point of Contact (POC) for Festember and Head of cultural council
2	Vice - President	Executive committee and Point of Contact (POC) for Pragyan and Head of technical council
3	General Secretary	Executive committee and Point of Contact (POC) for NITTFEST and Head of social council
4	Joint Secretary	Council's Point of Contact (POC) for Sportsfete
4	Head of Technical Council, Admin Relations	Reports to Vice President
5	Head of Social Council, Admin Relations	Reports to President (for Festember), Vice President (for Pragyan) and General Secretary (for NITTFEST)

6	Head of Cultural Council, Admin Relations	Reports to President (for Festember) and General Secretary (for NITTFEST)
7	Head of Sports Secretary, Admin Relation	Reports to SAS officers, NITT