NOTICE

Nominations are invited from eligible students for the following posts of PhD/MS Secretary and PhD/MS secretary (Girls) for the Academic Year 2021-22 for which Returning Officers and the schedule are given below. General and specific roles and responsibilities to be carried out by those council members are given in Annexure.

Tentative dates can be:

- Release of Notification: 13.10.2021 (Wednesday), 5.00 pm
- Last Date & Time for Nomination: 20.10.2021 (Wednesday), 5:00 pm
- Scrutiny and Announcing the Eligible Candidates: 21.10.2021 (Thursday), 5.00 pm
- Last Date & Time for Withdrawal: 22.10.2021 (Friday), 3:00 pm
- Release of List of Final Candidates: 22.10.2021 (Friday), 5.00 pm
- Date of Election (online), if required: 26.10.2021 (Tuesday), from 1:30 pm to 4.30 pm.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Eligibility for Candidates</th>
<th>No. of Post</th>
<th>Returning Officers</th>
<th>Electorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PhD/MS Secretary</td>
<td>Open for Second Years of PhD &amp; First year of MS</td>
<td>1</td>
<td>Dr. J. Jerald, Associate Dean (SW)</td>
<td>All Full Time PhD/MS scholars</td>
</tr>
<tr>
<td>2</td>
<td>PhD/MS Secretary (Girls)</td>
<td>Reserved for Girl from Second Years of PhD &amp; First years of MS</td>
<td>1</td>
<td>Dr. R. Manjula, Associate Dean (SW)</td>
<td>All Full Time PhD/MS (Girls) scholars</td>
</tr>
</tbody>
</table>

Eligibility and Other Criteria

1. The students should have no standing arrears and should have a clear track record with a CGPA of 7.5 or above in their course work subjects.
2. The Candidates should not have any disciplinary (Hostel/Institute level) actions being taken on them or should not possess any criminal record.
3. 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.
4. Ex Students’ Council Office Bearers are not eligible.
5. Students who wish to contest must submit the following (in sealed envelope) at the Office of the Dean (Students’ Welfare):
   a. Filled in nomination form
   b. A photocopy of Proposer, Second Proposer and Candidate’s ID Card issued by NITT
   c. Transcripts received from the Office of the Dean (Academic)
   d. Conduct and No Objection Certificate as per the attached format
6. The Returning Officers’ decision will be final and binding.
7. In the event of the office 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.
8. If required, the election will be conducted online mode. The procedure for voting will be informed later. The students can vote by using their NITT webmail id and password only.
9. Students are advised to check their webmail for any updates.

-Sd.-
Dean (Students Welfare)

Copy to:
  Director- for kind information
  Deputy Director and Registrar (i/c)
  Dean (Academic), Associate Deans (Academic) and Associate Deans (SW)
  HAC, Hostel Convener - with a request to display in the hostel/mess notice boards
  All HODs - with a request to display in the department notice boards
  HOD/CSG
  Shri. K. Srinivasan, Sr. Technical Officer, CSG
  All Full Time PhD/MS Scholars
ELECTION FOR THE OFFICE BEARERS OF STUDENTS COUNCIL - 2021-2022

NOMINATION FORM

NAME OF THE POST: ________________________________

NAME OF THE CANDIDATE: ____________________________

NAME OF THE PROPOSER: ____________________________

NAME OF THE SECONDER: ____________________________

I propose Mr./Ms. ________________________________ for the post of ________________________________ Students’ Council, N.I.T., Tiruchirappalli for the academic year 2021-22. Photocopy of my Identity Card is submitted herewith.

Signature with Date:

Name: ________________________________
(Block Letters)

Roll No. / Branch: ________________________________

I second the proposal of Mr./Ms. ________________________________ for the post of ________________________________ Students’ Council, N.I.T., Tiruchirappalli for the academic year 2021-22. Photocopy of my Identity Card is submitted herewith.

Signature with Date:

Name: ________________________________
(Block Letters)

Roll No. / Branch: ________________________________

I hereby agree to be a candidate for the said post and declare that if I am elected, shall always uphold the dignity of the office in discharging my responsibilities. I certify that I have no addictions whatsoever and if needed, I will undergo narcotic test for substance abuse.

Signature of the Candidate with Date:

Name: ________________________________
(Block Letters)

Roll No. / Branch: ________________________________

Mobile No.: ________________________________

ROLES AND RESPONSIBILITIES

**PhD SECRETARY**
- 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.
- Member of Ph. D students’ grievance committee.

**PhD SECRETARY (GIRLS)**
- 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.
APPLICATION FOR OBTAINING NO OBJECTION CERTIFICATE
(FOR STUDENTS' COUNCIL ELECTION)

Name of the Post (in capital letters):  

<table>
<thead>
<tr>
<th>Name of the student</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Roll Number</td>
<td></td>
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<tr>
<td>Course</td>
<td></td>
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<tr>
<td>Department</td>
<td></td>
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<tr>
<td>Specialization (for M.Tech)</td>
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<tr>
<td>Year &amp; Semester</td>
<td></td>
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<tr>
<td>CGPA</td>
<td></td>
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<tr>
<td>Hostel &amp; Room Number</td>
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<tr>
<td>Signature of the Student</td>
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<tr>
<td>Signature of the Warden</td>
<td></td>
</tr>
<tr>
<td>Signature of the Hostel Convenor</td>
<td></td>
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<tr>
<td>Signature of the Head of the Department</td>
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<tr>
<td>Signature of the Associate Dean (Academic)</td>
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</tr>
<tr>
<td>Signature of the Associate Dean (Students' Welfare)</td>
<td></td>
</tr>
</tbody>
</table>

Remarks

Warden
Hostel Convenor
Head of the Department
Associate Dean (Academic)
Associate Dean (Students' Welfare)