

To,  
The Principals,  
all the affiliated Colleges,  
Solapur University, Solapur.

Sub: -Election of "Secretary" of each of the College students Council  
From amongst its student members as per the relevant statutes  
Framed under Section 40 of the Maharashtra University Act 1994  
(M.U.Act 1994)

Ref: - This Office Letter SOL/UTY/DSW/7014/ 08, August 2012

Sir/Madam,

With reference to the subject mentioned above, I am to invite your kind attention to this office letters cited above and to request you to declare the students Council of your College, duly formed on 29<sup>nd</sup> August 2012 at the time convenient to you. Then you should send the names and the other information of the Students Council members to this office immediately after its official formation.

Further, I am to inform you that the election to the post of "Secretary" of each of the College Students Council shall be held at a meeting to be convened by the Principal on 5<sup>th</sup> September 2012 the dates fixed by the Vice Chancellor, as per statute S.S.C. (8) and other relevant statutes framed under the Section 40 of the Maharashtra Universities Act,1994. The time of the meeting to be held on 5<sup>th</sup> September 2012 is to be fixed by the Principal himself/herself and conduct the aforesaid election as per the relevant Statutes.

Election Procedure to be followed:

- A) As regards the election to the post of "Secretary" of the college Students, Council, I am to request you send the meeting- notice to all the members of the College Students Council on 29<sup>nd</sup> August 2012 positively.As the meeting of the College Students Council is to be convened by the principal or his/her nominee with a notice of clear eight days, you should either deliver the meeting- notice- to the members of the College Students Council by hand or send the same on their registered address by post (Under Certificate of Posting) on the same day i.e.on If you fail to send the meeting- notice as stated above on itself, the meeting will be held illegal. Hence you are requested to look into the matter personally and oblige.



- B) A tentative format(Draft) of the meeting notice to be sent to the membets concerned, is enclosed for your ready reference as Appendix -A. One copy of the meeting notice may be displayed on the college notice board on 29<sup>nd</sup> August 2012 Please note that you should NOT declare the election time schedule and the Electoral Roll in the meeting notice. The election time schedule and the Electoral Roll shall be declared by you in the meeting notice. The election time schedule and the Electoral shall be declared by you in the meeting on 5<sup>th</sup> September 2011 at the time fixed by you.
- C) As the election of the secretary of the College Students Council is to be held from amongst the student's members of the Council, the names of the student members only, shall be included in the Electoral Roll. (Here, Electoral means the list of the students, Members the College Students, Council members of the Students Council) These serial numbers shall be used by them while filling in the information in the Nomination form of the candidate concerned.
- D) The Principal/teachers are not permitted to vote in the above election. Hence, their name shall not be incorporated in the aforesaid Electorl roll. The election of the Secretary of the College Students Council shall be conducted by the Principal or his nominee in the meeting to be hald on 5<sup>th</sup> September 2011 as follows.

Procedure	Action to be taken
1) After having given instruction to the students members regarding the election procedure to be followed for the election in beginning of meeting action indicated in the R.H.S should be taken.	The Election time schedule and the Electoral Roll shall be declared (i.e. displayed on the Notice – Board in the meeting room) While meeting is in session. The Principal/ his nominee must put the date and time on the election time schedule and also on the Electoral Roll, diaplayed on the Notice Board and issue the election notice to the student members present in the meeting.
2) Time limit for receiving nomination papers form the candidates(refer S.S.C(8)(i) )	Time..... am/pm(time mentioned here should be one hour after the time specified on the Electoral Roll and Time schedule of the meeting as referred in (i) above)
3) Time of scrutiny of the nomination papers of the candidates (Refer S.S.C.(8) (ii))	Immediately after time limit specified at (ii) above is over
4) Time limit for withdrawal of	Time.....am/pm ( The time specified



candidature from the election (refer S.S.C. (8) (iii))	
5)Time when notification of valid nomination papers of candidates is be notified (refer S.S.C.(iv))	Immediately after the time specified at (iv) above is over.
6)Time for keeping the ballot box open (l.e.time period during which the voting is to be done (refer S.S.C (8) (v))	Time from.....am/pm/to.....am/pm/(any suitable time of duration of half an hour is to be mentioned here)

After the voting is over, the ballot box should be opened for counting of votes. Two scrutinizers are to be appointed before voting starts. The scrutinizers shall be from amongst voters. They shall remain present at the place till result of the election is over. The scrutinizers shall sign the result sheet. As per S.S.C. (8) (vi) the principal shall send the name of the elected Secretary in given Proforma to The Director of Students Welfare, Solapur University Solapur Immediately after the election. Further, I am to add that while fixing up the time for holding aforesaid election you should take into account the duration of time that you would require for completing all the formalities as laid down in the procedure as per Statute S.S.C. 98(i.e.from(i) to(iv) as cited above) and for getting the voting papers Cyclostyled. You should, therefore, keep the notice of election ready duly stenciled well in advance with the blank spaces therein to be filled in by you afterwards with the figures indicating the various time limits which would depend upon the time fixed by you for holding the aforesaid election.

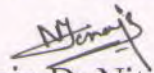
The specimen copies of Meeting Notice, Notice of Election Nomination form and Voting paper are sent herewith for you information. I have also to request to send the particulars of the Secretary of the College Students Council to this office in the enclosed proforma. so as to reach this office on or before 5<sup>th</sup> September 2012 please note that the names received after 12<sup>th</sup> September 2012 will NOT be considered for nomination in the University Students Council.

Once again, I request you to look the matter personally in conducting the aforesaid election and send the information of the elected Secretary by hand on or before 5<sup>th</sup> September 2012 With his/her Qualifying Certificate in original and attested Xerox copies of the same and the declaration of the Council during the tenure of his/her nomination. The said letter is available on University website

<http://su.digitaluniversity.ac>

Thanking you,

Yours faithfully,

  
(Captain Dr. Nitin Sonaje)  
Registrar



Appendix –A

Under Certificate Posting

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(Name of the College)

**Notice of Meeting of the College Students Council**

A meeting of all the members of the College Students Council will be held on  
5<sup>th</sup> October 2011 at .....am/pm.

(Time is to be mentioned here convenient to the College)

You are requested to attend the meeting.

Date:

(Seal of College)

(Signature of Principal)

Place:

.....

To,

All the members of the College Students Council

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## Agenda of the meeting

1. The election of the Secretary of the College Students Council will be held from amongst its student members as per the provision in Section 40(3) of the Maharashtra Universities Act 1994 by ballot according to the system of proportional representation of single transferable vote at the meeting as per Students. The election time schedule and the Electoral Roll will be declared in the meeting on 5<sup>th</sup> September 2012.
2. Any other item with the kind permission of the chair
3. NOTE :
  1. The Principals concerned are requested to quote the correct date of holding the election in the Notice of Election and Voting Papers to be issued to the student members in the meeting on 5<sup>th</sup> September 2012
  2. The notice of meeting is to be displayed on the college Notice Board at the time specified above, and the copies of the notice of meeting are to be sent to the members concerned on 5<sup>th</sup> September 2012 by post under U.P.C.
  3. Please note the declaration of the elected Student for the Secretary regarding not engage in any political activities as a member of the Council during the tenure of his/her nomination, is to be sent to The Director, Students Welfare, Solapur University, Solapur in Proforma. Enclosure :-
    - 1- A tentative draft of the meeting notice (See Appendix -A)
    - 2- A copy of the election notice to be issued to the students members in the meeting on 5<sup>th</sup> September 2012 is enclosed (See Appendix -B)
    - 3- A copy of the nomination form is enclosed (See Appendix -C)
    - 4- A copy of the Voting paper is enclosed (See Appendix -D)
    - 5- Name address for correspondence, Class and other information of the elected Secretary to be sent to the Director, Students Welfare, Solapur University, Solapur in the Proforma, enclosed as (See Appendix -E)



## Appendix - B

### SOLAPUR UNIVERSITY, SOLAPUR

Election of Secretary of the College Students Council from amongst the student members of the College (write name of the College)

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#### NOTICE OF ELECTION

It is hereby notified for information of all the student members of the College Students Council the election of 'Secretary' of the College Students Council will be held by ballot at a meeting to be held on the 5<sup>th</sup> September 2012 from ..... To ..... In the College Room No.... (Duration of keeping ballot box open to be fixed by the Principal which is half an hour)

In accordance with Statute S.S.C. (8) (i) nominations are to be submitted to the Principal of the College or his/her nominee on 5<sup>th</sup> September 2012 before .....i.e. within one hour after the declaration of Electoral Roll and election time schedule.

- 1) Nominations shall be in the prescribed form and shall be dated and signed by any two electors and shall contain the names in full, addresses and designations if any of the signatories i.e. the Proposed and Seconded and of the candidate nominated.
- 2) No person shall be nominated as a candidate for election unless he/she Signifies his/her consent on the nomination paper.
- 3) No person shall either propose or second his/her own nomination.
- 4) A nomination paper which does not comply with all the requirements as laid down above in this respect including the declaration to be signed by him/her in respect of Section 44 of Maharashtra University At 1994 shall be rejected.

The Principal of his/her nominee shall scrutinize the nomination paper and ascertain their validity in accordance with the Statues S.S.C

(8) (ii ) immediately after the time limit of submitting nomination paper is over on 05<sup>th</sup> October 2011. Candidates or their agents duly authorized by them in writing on their behalf will be entitled to be present at such scrutiny.



In accordance with the Statute S.S.C. (8) (iii), it shall be open to the candidate to withdraw from the election provided he/she sends to the Principals so as to reach him before..... a.m./p.m. on 5<sup>th</sup> September 2012 ( i.e. before the end of one hour from closing time fixed for submitting nomination Papers) an intimation of withdrawal in writing signed by the candidate and attested by teacher.

A list of the contesting candidate validity nominated for the election will be displayed on the Notice Board in the meeting hall for information of the electors soon after the expiry on the time of withdrawal of nominations is over and in any case before the time fixed for holding the election.

If the election is contested, Voting Papers will be issued to the members present during the period of half an hour from ..... a.m. / p.m. to ..... a.m./p.m. on 5<sup>th</sup> September 2012. Members coming after the specified time will not receive voting papers.

Copies of nomination forms and list of the student members of the Students Council will be supplied on request in the meeting hall.

By order

Principal of the College

5<sup>th</sup> September 2012

To:  
All the students members of the  
College Students Council

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Note: The notice of election duly signed by the Principal of the College or his nominee shall be displayed on the Notice Board in the Meeting Hall and also issued to the student members concerned in the meeting hall.

Appendix-C

**SOLAPUR UNIVERSITY, SOLAPUR  
NOMINATION FORM**

- 1) Name of the Authority/Body \_\_\_\_\_  
Post Office to which the Candidate  
Desires to contest election \_\_\_\_\_
  - 2) \*Name of the Group/Class/Authority/  
Body etc. represented. \_\_\_\_\_
  - 3) Name of the Constituency \_\_\_\_\_
  - 4) Name of the Candidate \_\_\_\_\_
  - 5) Sr. No in the Electoral Roll \_\_\_\_\_
  - 6) Designation of the Candidate (if any) \_\_\_\_\_
  - 7) Address of the Candidate \_\_\_\_\_
- 

- 8) Name of the Proposer \_\_\_\_\_
  - 9) Sr. No. in the Electoral Roll \_\_\_\_\_
  - 10) Designation of the Proposer (if any) \_\_\_\_\_
  - 11) Address of the Proposer \_\_\_\_\_
  - 12) Signature of the Proposer \_\_\_\_\_
  - Date \_\_\_\_\_
- 

- 13) Name of the Seconder \_\_\_\_\_
  - 14) Sr. No. in the Electoral Roll \_\_\_\_\_
  - 15) Designation of the Seconder (if any ) \_\_\_\_\_
  - 16) Address of the Seconder. \_\_\_\_\_
  - 17) Signature of the Proposer \_\_\_\_\_
  - Date: \_\_\_\_\_
- 

**Candidate's Consent**

I hereby give My consent of the above mentioned Nomination.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Wherever applicable

**Signature of the Candidate**



## DECLARATION OF CANDIDATE

1. I hereby declare on oath that the information given by me in the Nomination Form is true and correct, and
2. That my candidature is governed by the provision fo Section 44 of the Maharashtra University Act, 1994 which is reproduced below :-

### SECTION – 44:

“A person shall be disqualified for being a member of any of the authorities of University, if the –

- a) is of unsound mind and stands so declared by a competent court;
- b) is an undercharged insolvent;
- c) has been convicted of any offence involving moral turpitude;
- d) is conducting or engaging himself in provate tuition’s or private coaching classes;
- e) Has been punished for indulging in or promoting unfair practices in the conduct of any examination in any form anywhere.

Singnature of the Candidate

\* Each candidate consisting the post of Secretary of the College Students Council shall have to sing the declaration as indicated above. The nomination of the candidate who does not sign such declaration, will be treated as INVALID by Principal/his/her nominee in the Scrutiny



Appendix - E

**SOLAPUR UNIVERSITY SOLAPUR**

Proforma giving particulars of the Secretary of each of the University Students Council who is elected from amongst the student members of the students Council of the Taluka..... Dist..... on the 5<sup>th</sup> September 2012 (Please write the name of the College) as per relevant Statutes framed under Section 40 of the Maharashtra Universities Act 1994.

1	2	3	4	5	6	7	8	9	10
Name of the Secretary (Block letters starting with Surname) & his/her Address of Correspondence	In which class studying in 2011-12	In which Class he/she was studying in 2010-11	Which Exam he/she passed in April/ May 2011 write total Marks obtained by him/her out of max Marks	Date of Birth & Age	Date & Time of Election	Under which category he/she is nominated by you on college Students Council 6. Academic Merit 7. NSS etc 8. NCC 9. Cultural Activities 10. Sports	whether he/she belongs to Scheduled Caste /Scheduled Tribe, other Backward classes please mention details & attach original Caste Certificate got from appropriate authority	His/her permanent address	additional Achievement of any

Column 7 :- Please attach all the certificates in original in support of his/her achievements (Use separate sheet for starting his/her achievements) Certified that the aforesaid election to the post of secretary of this college Students Council was held on 5<sup>th</sup> September 2012 the time mentioned as per relevant statutes of the aforesaid election and the student concerned has given declaration in connection with section 44 of the Maharashtra Act 1994 regarding disqualification's certificates. I recommended his/her case for nomination on the University Students Council under category..... (Write either SC/ST/OBC/ two girl students/ General Seats.)

Date:

Place:

Signature of the Principal and

College seal