

Dated: 06.10.2025

ELECTION SCHEDULE

CONSTITUTING THE STUDENTS' COUNCIL FOR THE ACADEMIC YEAR 2025-26

1. Objectives of Students Council:
 - ❖ To increase student involvement and University pride.
 - ❖ To develop not only leadership abilities within the youth of today, but also leadership for the community, state and nation of tomorrow. In this process, it is also the objective to develop an awareness of good leadership qualities, hopefully, for a more informed, concerned and active citizenry of tomorrow.
 - ❖ To develop student potential and encourage to make a well-informed, honest, interested and active citizenship.
 - ❖ To improve understanding between and within groups through interaction and communications.
 - ❖ To provide a viable means for student expression and an increasing amount of self-direction.
 - ❖ To promote an awareness of human relations, of power structures and how one effectively operates within them. These objectives are realistically approached through increasing avenues of cooperation among the administration, faculty and students.
 - ❖ To promote respect for law and order and general welfare of the school and community.
 - ❖ To contribute to the educational experiences of students by providing them with a positive involvement in the school, with widened areas of responsibilities and with more direct participation in organizing and implementing activities.
 - ❖ To provide a living workshop of democratic processes, through such activities as elections, participation in a constitutional representative assembly, etc.
 - ❖ To encourage personal growth of leaders through participation in district, state and national meetings and organizations.
 - ❖ To develop and provide opportunities for leadership and service in the local school and in the community.
 - ❖ To initiate, implement, and complete projects and activities which will be of help to the school, the students, the faculty, the administration, the Board of Trustees and the community.
2. This is to inform to all the students of USS that the University is in the process of constitution of Students' Council for the year 2025-26. **The Council shall have the following two representational constituents:**
 - (i) **Student Representatives by Election:**
 - a. 01(One) from each of the University School of Studies (from amongst the academic topper)
 - b. 02(Two) from each of the University School of Studies (01 for girl Student and 01 open for any student either boy or girl)
 - (ii) **Student Representatives by Nomination:**
 - a. 15 (Fifteen) Students nominated by the Directorate of Student's Welfare from amongst the applicants invited by publicly notified open applications. (11 from Dwarka Campus and 04 from East Campus)

The School representatives would be elected in accordance with the rules for constitution of the Students' Council notified vide notice dated 27.01.2021.

3. **Schedule of Election:**
 - (i) **School Wise Election of Class Representatives/School Representatives:**

GGSP/USW/ 589
Date/ 06-10-2025

Activity (s)	Date of Activity (s)
Commencement of filing of nominations in prescribed format to be submitted in respective USS (Appendix I)	Monday, 06.10.2025
Last date for filing nominations	Friday, 10.10.2025 (2.00 p.m.)
Last date for withdrawal of nominations	Monday, 13.10.2025 (2.00 p.m.)
Display of List of Eligible Candidates for election	Tuesday, 14.10.2025
Elections through ballot (For CRs & SRs)	Friday, 17.10.2025 (1.00 p.m. to 2.00 pm.)
Declaration of results (CRs)	Friday, 17.10.2025 From 02.00 PM onwards
Declaration of results (SRs)	Tuesday, 21.10.2025 at 05:30 PM

(ii) Selection of Nominated members by the Directorate of Students Welfare:

Activity (s)	Date of Activity (s)
Inviting applications (to be submitted at O/o Directorate of Students Welfare) (Appendix II)	Thursday, 09.10.2025 to Friday, 17.10.2025 by 05:00 P.M.
Personal Interaction with the Directorate of Students Welfare	Friday, 24.10.2025 at 12:00 noon. at O/o Directorate of Students Welfare
Display of Nominated Members at DSW Notice Board	Friday, 24.10.2025

Note: The Election of Office Bearers of Students' Council will be notified in due course.

4. Eligibility Conditions for Election of CR:

- a) There will be 02 (Two) Class Representatives from each section of the programme (01 girl student and 01 open for all)
- b) Only those students shall be eligible for contesting/proposing for the post of CR who:
- (i) Do not have any supplementary/back in any of the subjects of any semester/year.
 - (ii) Have no disciplinary enquiry or action taken and pending against them
 - (iii) Have the potential to actively work for the overall development of the University
 - (iv) Have not been detained from the examination for shortage of attendance

5. Nomination by Directorate of Students Welfare:

As per the constitution of Students' Council, 15 (Fifteen) students of the University Schools of Studies are to be nominated by the Directorate of Students' Welfare on the basis of their performance and organizational skills in different extra-curricular activities like, cultural events, programmes of various clubs under Srijan and participation & achievements in Sports etc. Academic performance of the students will not be the only criteria for their nomination to the Students' Council but also their records in respect of conduct/discipline and potential of contribution & zeal for participating in welfare activities will be considered at the time of recommendation for nomination.

Eligibility Conditions:

Only those students shall be eligible for nomination who:

1. Do not have any supplementary/back in any of the subjects of any semester/year.
2. Have no disciplinary enquiry pending or action taken against them.

3. Have not been detained from the examination for shortage of attendance
4. Have the potential to actively work for the overall development of the University

The students, who have been found indulging in acts of indiscipline, misconduct, ragging or any such activities, shall not be considered for nomination in Students' Council.

The students, who want to be considered for nomination in Students' Council, may submit an application in prescribed format alongwith copy of all previous semesters' marksheets and certificates of participation in different extracurricular activities duly forwarded by the respective Dean of USS to this effect as per Schedule mentioned at 3 (ii).

It is also informed that all the students, who have submitted their application for nomination to the Students' Council 2025-26 will have to appear before the Committee for personal interaction as per schedule mentioned at 3(ii). The students are advised to bring all the original testimonial, certificates/documents based on which the nomination is sought.

6. **Rules and Regulations for the election of Students' Council**

- i. The elections would be conducted School wise through a School Returning Officer.
- ii. The election would be held through secret printed ballot.
- iii. The nomination form must be obtained and submitted to the respective Returning Officer of School.
- iv. The candidates are strictly required to follow the following norms:
 - ❖ No posters are allowed in the university campus.
 - ❖ No group canvassing for election is allowed in university campus.
 - ❖ No election related activities, which may interfere with academic activity/ambience, are allowed.
 - ❖ No damage to the public property.
- v. A copy of the self attested marks sheet issued by the University for all the previous years for which the candidate has appeared and passed must be attached with the nomination form without which the form would be rejected.
- vi. The candidate has to submit an undertaking stating that he/she do not have any supplementary/back in any of the subjects of any semester/year, has no disciplinary enquiry or action taken and pending against him, will work actively for the overall development of the University and has not been detained from the examination for shortage of attendance. In the absence of this undertaking, the nomination form shall be rejected.
- vii. The Returning Officer will conduct the election in the School with the help of a team of faculty/staff member nominated by the Dean.
- viii. The students must submit the nomination form, complete in all respects to the School Returning Officer by the due date.
- ix. The list of students who are eligible voters shall be displayed by the School Returning Officer in the respective School Notice Board. Any issues/discrepancies in this regard must be taken up with the School Returning Officer and the Dean of the School. Voter list will be common for both open and girl seat candidate.
- x. The withdrawal from the nomination must be submitted in writing to the School Returning Officer by the due date.
- xi. Any form or withdrawal submitted after the due date will not be accepted.
- xii. Incomplete nomination forms shall be summarily rejected by the School Returning Officer.

- xiii. The candidates filing nominations/proposers must be bonafide full-time students of the USS in the current academic session.
- xiv. In a given class, if the majority of the students votes for "None Found Suitable", No contestant for the said class shall be declared as elected and there shall not be any elected representation from the said class for a year of election.
- xv. The students must bring with them their ID cards issued by the University to establish their identity. In case, it is not available, a certificate of *bonafide* student issued by the Dean or its nominee may be produced. In the absence of any of these, the student will NOT be allowed to cast his ballot.
- xvi. Every candidate must have at least two proposers as indicated in the Nomination form.
- xvii. One individual can proposer only one candidate for a post only from the same section and year i.e. a first year student of MBA can nominate only one student from first year MBA section only.
- xviii. If an elected candidate incurs any grounds for ineligibility, he/she shall cease to be the elected person for the purposes of the student's council as and when such ineligibility occurs.
- xix) Any discrepancies not settled at the level of School Returning Officer must be brought to the knowledge of the Chief Election Officer.
- xx) In any election related disputes, the decision of the Director, Directorate Student's Welfare shall be final.

7. **All Deans of University School of Studies are requested to kindly take note of the following:**

- a) You are requested to extend support for conduct of the election to the School Returning Officer as appointed by the Competent Authority.
- b) Each School will send three School Representatives to the Student Council to be elected through election of CRs and School Representatives i.e. 01 from amongst the academic topper of the pre-final year of each course of the USS/Centre and 02 (01 only girl Student and 01 open for any student either boy or girl).
- c) You are requested to finalise the list of students on rolls of the School who are eligible to vote. The list may also be displayed on Notice Board.
- d) In the first stage, the election of CR is to be completed. Once the CRs are declared elected, the respective Dean of the School would hold a meeting of all the elected CRs and all toppers of the Pre-final year of each course of the School for electing a School Representative for constituting the Student Council. The result of the election of School Representatives with their Name, Enrolment No., Course, Semester & Mobile No. should be communicated to the Directorate of Students Welfare/Chief Election Officer latest by **17.10.2025**.
- e) For electing the School Representative, the following norms should be followed:
 - i. The School Representatives should be elected through voting process of CRs.
 - ii. In case of a tie, the election should be made by draw of lots.
- f) Reschedule the classes on 17.10.2025 to facilitate election from 1.00 p.m. to 2.00 p.m. and permit the students to cast their ballots in their respective school.
- g) You are requested to provide necessary stationary for conducting the election.

8. The detail of the Chief Election Officer & Returning Offices of respective schools is as under:

Chief Election Officer:

Prof. A. K. Saini, USMS	Chief Election Officer	Room No. DFR-202
		Ph. 011-25302608
		Email-aksaini1960@gmail.com

Returning Officers:

S.No.	Name of the Returning Officer	Designation	USS/Center
1.	Dr. Naresh Kumar Vats	Associate Professor	USHSS
2.	Dr. Meenakshi Sharma	Assistant Professor	USBAS
3.	Mr. Mukesh	Assistant Professor	USBT
4.	Dr. Ravi	Assistant Professor	
5.	Mr. Sayan Chatterjee	Associate Professor	USMC
6.	Dr. Sachin Bharti	Associate Professor	USMS
7.	Dr. Baccha Babu	Associate Professor	USLLS
8.	Dr. Amit Sharma	Professor	USE
9.	Prof. Ravinder Kumar	Assistant Professor	USICT
10.	Dr. Suraj Kumar	Assistant Professor	USEM
11.	Dr. Shiv Ram Meena	Associate Professor	USAP
12.	Dr. Sanjay Kesari Das	Associate Professor	USDI
13.	Ar. Akhil Das	Assistant Professor	CEPS
14.	Dr. Nikhilesh Sharma	Assistant Professor	USCT
15.	Dr. Ruchi Sharma	Professor	USAR
16.	Prof. S.K Sharma	Assistant Professor	USAR
17.	Dr. Ashish Joshi	Guest Faculty	
18.	Dr. Harsh Vardhan Tripathy		

(Prof. Manpreet Kaur Kang)
Director, Students' Welfare

Copy to:

- All Deans/Directors, University Schools of Studies/Centres
- All Returning Officers
- AR to Vice Chancellor – for information of the Hon'ble Vice Chancellor
- AR to Registrar - for information of the Registrar
- All Notice Boards of the University
- In-charge, Server Room- with the request to upload this notice on the University Website under the link of the Students' Welfare.

(Surinder Singh)
Section Officer (DSW)

SAMPLE BALLOT PAPER



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

FOR THE ELECTION OF CLASS REPRESENTATIVES

(ACADEMIC YEAR 2025-26)

UNIVERSITY SCHOOL OF INFORMATION TECHNOLOGY

Year (Batch): 1st Year

Programme Name: B. Tech

Ballot No: 001

Names of the candidate:

(In alphabetical order)

Anil Kumar

☐

Rakesh Kumar

☐

None of the above (NOT-1)

☐

Instructions

1. Tick ☒ the box against the candidate of your choice.
2. Tick ☒ against one candidate only
3. In case of multiple choices the ballot will be rejected.
4. Do not sign or put any mark on the ballot.
5. Folded ballot paper should be put inside the relevant box only.
6. In a given class, if the majority of the students votes for "None Found Suitable", No contestant for the said class shall be declared as elected and there shall not be any elected representation from the said class for the year of election.

(Signature of Returning Officer)



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
 Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

NOMINATION FORM FOR THE ELECTION OF CLASS REPRESENTATIVE
(ACADEMIC YEAR 2025-26)

Category of Post Applied for :

Girl's Seat

Open Seat

UNIVERSITY SCHOOL NAME: _____

Programme Name: _____ **Year** _____

(Batch): _____

A. Candidate's Details:

Name:
Enrollment No:
Class Studying in:
Father's name:
Address:

Mobile No. **Email:**

Do you have any supplementary/back in any of the subjects of any semester/year : Yes/No
 (Please enclose marksheets of all semesters of the programme)

Do you have the potential to actively work for the overall development of the University : Yes/No

Have you been detained from the examination for shortage of attendance : Yes/No

Do you have any disciplinary enquiry or action taken and pending against you : Yes/No

B. Proposer's Details: (Minimum 2 Proposers Required)

PROPOSER - 1

Name:
Enrollment No. **Class Studying in:**
Father's Name:
Address: **Mobile**
No.
Email:

Do you have any supplementary/back in any of the subjects of any semester/year : Yes/No

Do you have any disciplinary enquiry or action taken and pending against you : Yes/No

Have you been detained from the examination for shortage of attendance : Yes/No

PROPOSER - 2

Name:.....

Enrollment No.....Class Studying in:.....

Father's Name:.....

Address:.....

Mobile No. Email:.....

Do you have any supplementary/back in any of the subjects of any semester/year : Yes/No

Do you have any disciplinary enquiry or action taken and pending against you : Yes/No

Have you been detained from the examination for shortage of attendance : Yes/No

Proposer-2 Signature:

Declaration:

1. I hereby declare that the information given above is true and correct to the best of my knowledge. In case any information provided above is found to be incorrect, my candidature may be cancelled.
2. I have read all the rules and regulations of this election and shall abide by them in letter and spirit.
3. I undertake to conduct myself in the manner as worthy of a student and more so a candidate for representation of the students community. I shall always abide by the rules and regulation of the university and shall work for the good of the university.

(Signature of the Candidate)

Date:_____

(Incomplete nomination forms shall be summarily rejected)

Note:

1. The nomination form should be completed in all respect along with self attested photocopies of all previous semesters' mark sheets.
2. Incomplete nomination forms shall be summarily rejected.
3. The nomination form must be submitted to the returning officer of the concerned school.
4. No late nomination shall be accepted.

(For use of Returning Officer only)

Nomination of Mr./ Ms. _____ is accepted / rejected.

(Please mention reason, if rejected

_____)

(Signature of Returning Officer)

Place:

Date:

Time:



Directorate of Students' Welfare
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Application Form for nomination in Students' Council 2025-26

Name of Student : _____

Enrollment no _____

Name of Programme _____ Semester _____

Name of School _____

Address: _____ Mobile No. _____

Email: _____

**PASTE
RECENT
PASSPORT
SIZE PHOTO
HERE**

Detail of awards & achievements in any sports/co-curricular activities:

I hereby declared that

- (i) No supplementary / back paper or failed in any of the subjects of any semester/year.
- (ii) No disciplinary enquiry or action taken and pending against me.
- (iii) I have not been detained from the examination due to shortage of attendance.

Please state in a separate sheet (maximum 200 words) that why are you suitable for nomination as a member of Students' Council and enclose all previous semesters' marksheets & certificates of participation in different extracurricular activities

(Signature of Student)

Date:

Forwarded by:

Dean, USS

Note: The nomination form must be submitted to the O/o DSW