

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

Department of Students' Welfare,  
1, Nathibai Thackersey Road  
Mumbai – 400 020.

Ref.No.DSW/Student Council/2014-15/16

June 4, 2014

**CIRCULAR:-**

**Sub: - Formation of Students' Council under the Section  
40 (2) (a), 40 (2) (b) & 40 (a) for the year 2014-15**

Dear Sir/ Madam,

As per the provision of the Maharashtra Universities Act, 1994 and the Maharashtra Universities (Amendment & Continuance) Act, 2000, the following schedule has been fixed for the year 2014-15 for process of formation of University Department Students' Council and College level Students' Council.

- |   |            |
|---|------------|
| 1. Announcing of Schedule/Sending dates | 10/06/2014 |
|---|------------|

**A. Formation of Department Students' Council Under Section 40 (2) (a)**

- |  |            |
|--|------------|
| 2. Last date to receive nomination forms from Heads of Various Departments to consider the nomination of Students on the University Departments Students' Council  | 30/06/2014 |
| 3. Scrutiny of the Nomination Forms  | 07/07/2014 |
| 4. Formation of Departments Students' Council under Section 40 (2) (a) of the Maharashtra Universities Act, 1994   | 11/07/2014 |
| 5. Notification to be issued with the signature of the Vice-Chancellor declaring the names of the students nominated on University Departments Students' Council   | 15/07/2014 |
| 6. Last date to receive nomination forms for the election of the "SECRETARY" On University Departments Students' Council VCD (4) (that the election of Secretary of each of the respective Students' Council as mentioned under Section 40 (2) (a) and (b) of the Maharashtra Universities Act.1994 shall take place On the Seventh day is a holiday then on the next working day after the Seventh day) | 18/07/2014 |
| 7. Scrutiny of the Nomination Forms  | 21/07/2014 |
| 8. Election & First meeting of the secretary of Departments Students' Council under Section 40 (3) with the Vice-Chancellor  | 25/07/2014 |

**B. Formation of Students' Council at College level  
Level under Section 40 (2) (b)**

- |  |            |
|--|------------|
| 1. Formation of Students' Council under Section 40 (2) (b) of the Maharashtra Universities Act, 1994 at College Level                                | 30/06/2014 |
| 2. Notification to be issued with the signature of the Principal declaring the names of the students nominated on Students' Council at College Level | 02/07/2014 |
| 3. Last date to receive the nomination forms for the election of "SECRETARY" at the College Level  | 07/07/2014 |
| 4. Election of the "SECRETARY" under section 40 (3) at College level to nominate on University Students' Council                                     | 15/07/2014 |

**C. Formation of Students' Council at University Level  
Under Section 40 (4) (a)**

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|---|------------|
| 1. Last date to receive the communication forms informing the names of duly elected "SECRETARY" of the Students Council Formed under Section 40 (2) (b) to the Dean of Students Welfare on (Not later than 10 days of the election) | 25/07/2014 |
| 2. Selection Committee Meeting  | 28/07/2014 |
| 3. Notification to be signed by the Vice-Chancellor for declaring the names of the Students nominated on University Students Council  | 28/07/2014 |
| 4. Last date to receive nomination forms for the post of "PRESIDENT" and "SECRETARY" of University Students Council   | 30/07/2014 |
| 5. Scrutiny of the same under Section 40 (4)  | 01/08/2014 |
| 6. Election for the post of 'President' and 'Secretary' and first Meeting of University Students' Council with the Vice-Chancellor (After 21 clear days of the formation of University Students Council under point 12)             | 05/08/2014 |

It may please be noted that the process shall further continue as per the Provision of the said directions issued by the Hon'ble Vice-Chancellor.

Sd/-  
(Dr. Nitin S. PrabhuTendolkar)  
Assistant Dean of Students'

Sd/-  
(Dr. Linda R. Dennis)  
Dean of Students' (Addl. Charge)

To,

The Directors/Heads of the University Departments/Principals Affiliated and constitute Colleges of the University & The Directions of the Recognized institutions.

Encl:

1. Proforma "A" - for obtaining the consent of the Students wherever necessary
2. Proforma "B" - Nomination to be issued by the Election Officer specifying the Day, date, time and place of election with hours for polling
3. Proforma "C" - Nomination paper for election of "Secretary" of the Students Council at College Level.
4. Proforma "D" - Voting paper to be used for election wherever conducted
5. Proforma "E" - Communication forms Proforma 'E' informing the name of duly "Secretary" of the Students Council formed under Section 40 (2) (b)
6. Proforma "F" - Academic Bio-Data of the Students of University Departments

PROFORMA "A"

DATE:-

To,

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Sir,

I the undersigned state that I am eligible to be nominated

- ❖ The University Department Students Council to be formed under the Provision of Section 40 (2) (b)
- ❖ Students Council of the Institution/College to be formed under the Provision of Section 40 (2) (b)
- ❖ University Students' Council to be formed under the provision of Section 40 (4) (a) of the Maharashtra Universities Act, 1994

In this connection, I have no hesitation in giving consent if nominated, on the aforesaid Students Council / s. Further, I assure you that I shall work to the best of my abilities on the Students' Council and shall not engage in any political activities as a member of the council during the tenure of my nomination.

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Countersigned by the Director/  
Principal/Head as the case maybe

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Signature of the Student  
(To be signed in presence of the Director/  
Principal/Head as the case maybe)

- ❖ Strike out whichever is not applicable

**PROFORMA 'B'**

**DRAFT NOTIFICATION FOR ELECTION OF THE SECRETARY OF THE STUDENTS COUNCIL OF THE COLLEGE/INSTITUTION FORMED UNDER THE PROVISION OF SECTION 40 (2) (b)**

**NAME OF THE COLLEGE: - \_\_\_\_\_**

**ELECTION OF THE SECRETARY OF THE STUDENT COUNCIL**

**NOTIFICATION**

Students members of the Students Council are hereby informed that under the provision of Section 40 (3) of the Maharashtra Universities Act, 1994 the members of the Students Council have to elect the Secretary from among themselves, on the Students Council will be held on \_\_\_\_\_ at \_\_\_\_\_ 2014 is fixed as the last date for the receipt of form, dated and signed by the two signatories who should be the student member of the Students Council must reach the college office not later than \_\_\_\_\_ Before \_\_\_\_\_ at \_\_\_\_\_. The candidate nominated for election must signify his/her consent on the nomination paper. It shall not be opened to an elector to propose or second the candidature of more persons that the number of vacancies. It is also not open to an elector to either propose or second his own candidature, the prescribed form of nomination paper is enclosed.

A candidate nominated for election may withdraw his candidature at any time before the poll is taken personally or by writing a letter addressed and sent to the undersigned so as to reach him before the hour fixed for the poll. The list of candidate nominated for the election be displayed on the college/institution notice board on \_\_\_\_\_.

Voting at the election will be by ballot and in accordance with the system of proportional representation by means of a single transferable vote in the manner laid down in statutes specified in the direction of the Vice-Chancellor

The ballot boxes will be kept open between the hours \_\_\_\_\_. The ballot paper will be issued to the members of the Student Council during these hours and on verification of their college identity cards.

No ballot paper will be issued after the close of hour fixed for polling.

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

\_\_\_\_\_  
**ELECTION OFFICER**

**PROFORMA 'C'**

**SNDT WOMEN'S UNIVERISTY**  
**ELECTION OF THE SECRETARY BY THE STUDENT MEMBERS OF THE STUDENTS COUNCIL**

**(FORM OF NOMINATION PAPER)**

Name of the Candidate: Kum/Smt. : \_\_\_\_\_  
(in full)

Class, Div. & Roll Number : \_\_\_\_\_

Candidate's Residential Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Name of the Propser Kum/Smt. : \_\_\_\_\_  
(in full)

Class, Div. & Roll Number : \_\_\_\_\_

Seconders' Residential Address : \_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Seconder's Signature & Date : \_\_\_\_\_

**DECLARATION OF THE CANDIDATE**

I hereby declare that I consent to this nomination; I further declare that I am also contesting the election as Secretary of the Students Council from \_\_\_\_\_ College\_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

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

**Note: - All the particulars should be properly filled by the candidate**

**PROFORMA 'D'**

**ELECTION OF THE SECRETARY OF THE STUDENTS' COUNCIL OF THE AFFILIATED COLLEGES/RECOGNISED INSTITUTE/AUTONOMOUS COLLEGES AFFILIATED TO THE UNIVERSITY OF MUMBAI**

**VOTING PAPER**

<b>Name of the Candidate ( In capital letter &amp; alphabetical order) beginning with surname</b>	<b>Order of Preference</b>

**An elector in recording his vote**

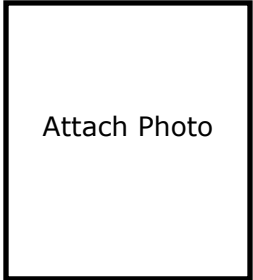
- a.** Must place on his voting paper the figure opposite the name of the candidate for whom he votes in the college of ' Order of Preference'
- b.** May, in addition indicate the order of his choice or preference or as many other remaining candidates as he pleases by placing against their respective name, the figure 2,3,4 and so on, in consecutive numerical order

**SEAL  
OF THE COLLEGE/INSTITUTION**

**PROFORMA 'E'**

**FORM OF COMMUNICATION OF RESULT OF ELECTION ON OF SECRETARY OF STUDENTS' COUNCIL \_\_\_\_\_  
(TO BE COMMUNICATED IMMEDIATELY AFTER THE ELECTION SO AS TO REACH THE OFFICE OF THE DEAN OF STUDENTS WELFARE NOT LATER THAN 10 DAYS FROM THE DATE OF ELECTION)**

**STUDENT COUNCIL FORM**



(To be sent after the College elections so as to reach the office of the Dean of Students Welfare immediately)

To,

The Dean of Students Welfare,  
S.N.D.T. Women's University,  
1. Nathibai Thackarsey Road,  
Mumbai-400020.

Madam,

This is to inform you that Smt./Kum. \_\_\_\_\_,  
bonafide student of this college has been duly elected as the Secretary of Students Council formed under section 40(2) (a) / (b) at the election held on \_\_\_\_\_  
Information in respect of her/age, sex, residential address, educational background and extra-curricular activities etc. is given below:-

Name in full : \_\_\_\_\_  
(Capital & Beginning with surname)

College Name: - \_\_\_\_\_

Class: - \_\_\_\_\_ Roll No. \_\_\_\_\_

Contact No.(R) \_\_\_\_\_ (Mob) \_\_\_\_\_

Date of Birth : \_\_\_\_\_ (in words) Present Age:- \_\_\_\_\_  
\_\_\_\_\_

Whether belonging to : S.C / S. T/ O.B.C./N.T/D.T  
(Enclose attested copy of the certificate if applicable)

Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Educational Background: from H.S.C onwards for each examination passed (enclosed an attested copy of Mark list & Certificates)

Examination	Board / Univ.	Month & Year of passing	Marks obtained / out of total marks	Class and percentage	Rank / Merit if any

### EXTRA-CURRICULAR ACTIVITIES

(Kindly fill-in all necessary details and enclose attested Copies of certificates)

- (I) N.C.C.**  
 Details of the Unit/ Where enrolled : \_\_\_\_\_  
 Rank at present : \_\_\_\_\_  
 No. of years for which She has undergone the training : \_\_\_\_\_  
 Details the camps : (1) \_\_\_\_\_  
 Attended (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 Examination passed, if : \_\_\_\_\_  
 Any with the grade obtained : \_\_\_\_\_  
 Prizes, Awards, Honours : \_\_\_\_\_  
 If any \_\_\_\_\_
- (II) N.S.S.**  
 Name of the Unit : \_\_\_\_\_  
 No. of hours completed : \_\_\_\_\_  
 Details of camps attended : 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 Prizes, Awards, Honours : \_\_\_\_\_  
 Received, if any \_\_\_\_\_

**(III) ADULT EDUCATION/LITERARY PROGRAMME :**

No. of hours completed : \_\_\_\_\_

Details of the project : \_\_\_\_\_

Work, if any

Other information : \_\_\_\_\_

**(IV) CULTURAL ACTIVITIES/**Discipline and year of Participation with position

Inter collegiate competition: \_\_\_\_\_

Inter University: \_\_\_\_\_

State: \_\_\_\_\_

National \_\_\_\_\_

Inter National \_\_\_\_\_

Any special Cultural Prizes/Awards received:- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(V) SPORTS :**

(Discipline and year of Participation with position)

Inter Collegiate Tournament: \_\_\_\_\_

Inter University:- \_\_\_\_\_

State: - \_\_\_\_\_

National:- \_\_\_\_\_

Inter National:- \_\_\_\_\_

Any Special Sports Awards/Prizes received:-

\_\_\_\_\_  
\_\_\_\_\_

**(VI)** Any other Activities/ : \_\_\_\_\_

Achievements : \_\_\_\_\_

(Please specify)

I certify that the election of the secretary to the Students Council was held as per the procedure laid down the one directions of the Vice-Chancellor issued in accordance with the provisions of the Maharashtra Universities Act, 1994. I further certify that the details above are true and correct and that the necessary consent of the students is obtained for considering her to be nominated on the University Students Council under the provision of section 40(4)(a) of the Act.

\_\_\_\_\_  
Specimen signature of the  
Selected candidate to be taken  
In the presence of the  
Principal/Head of the Institution

\_\_\_\_\_  
Signature of the Head of the  
College  
(SEAL)  
of the College/Institution

**PROFORMA – 'F'**

Communication forms to be sent by the Directors/Heads of the Departments of the University to The Dean of Students Welfare for forwarding the names of one student (in Part I' of the Proforma) from each University Department to be nominated under the provision of Section 40(2)(a)(v) of the Act, and the name of the one deserving Lady student (in Part II' of the Proforma) to be considered for nomination under the provision of Section 40(2)(a) vi) of the Act.

**PART (I)-ACADEMIC BIO-DATA OF THE STUDENT**  
(Pertaining to the provision under section 40(2)(a)(v) of the Act)

NAME OF THE STUDENT (in full with Surname): \_\_\_\_\_

Residential Address (with Tel. No.): \_\_\_\_\_  
\_\_\_\_\_

Subject, Class, Div & Roll No. : \_\_\_\_\_

Specialization (if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Academic Record- Preceding Degree Examination: \_\_\_\_\_

Passed & Name of the University

Year of Passing & Examination Seat No. : \_\_\_\_\_

Marks obtained out of total marks, class &: \_\_\_\_\_  
Percentage %, Rank, if any

details of C-Curricular, Extra Curricular : \_\_\_\_\_

& other Activities \_\_\_\_\_

\_\_\_\_\_  
**(Signature of the Student)**

\_\_\_\_\_  
**(Signature of the Director/Head)**  
**(With the Seal of the Department)**