



गार्गी महाविद्यालय GARGI COLLEGE

दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049
दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com



GC/Ele SC/2025

05.03.2025

संदर्भ सं./Ref. No.

दिनांक / Dated

SCHEDULE OF STUDENT COUNCIL ELECTION 2025

S.No	Schedule	Date & Time
1	Nominations (Nomination form on website)	March 05, 2025
2	Last date of receipt of nomination paper	March 19, 2025
3	Scrutiny of nomination papers	March 21, 2025
4	Interaction	March 24, 2025 - March 25, 2025
5	Display of selected candidates after screening	March 26, 2025
6	Withdrawal of nominations by candidates	March 26, 2025 (till 03.00 pm)
7	Display of final list of candidates	March 27, 2025
8	Campaigning (Hybrid Mode)	March 27 - April 01, 2025
9	Big Fight	April 01, 2025
10	Voting	April 02, 2025 (09.00am onwards)
11	Declaration of result	April 02, 2025

Election Officer



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Post	No.	Year
President	1	IIInd
Vice President	1	IIInd
Cultural Secretary	1	IIInd
General Secretary	1	IIInd
Treasurer	1	IIInd
Proctor (Arts)	1	Ist
Proctor (Commerce)	1	Ist
Proctor (Science)	1	Ist
Sports President	1	IIInd
Sports Captain (Arts)	1	Ist
Sports Captain (Commerce)	1	Ist
Sports Captain (Science)	1	Ist
ICC Representative (2nd Year)	1	Ist
ICC Representative (3rd Year)	1	IIInd
ICC Representative (4th Year)	1	IIIrd

Guidelines -

- Nominations shall be made only through nomination form available on the college website & physically submitted to the election officer (Mr. Sunil Kohli) between 10am to 04.00 pm.
- All fraudulent nomination (i.e. forging the signature of teachers, any wrong information furnished etc.) will be debarred from contesting elections
- Withdrawal Form should be handed over in person ONLY by the candidate concerned. Candidate must bring her identity card issued by the college.



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Eligibility criteria for candidates

- Minimum 75% attendance per DSC paper is mandatory in the last semester
- The candidates should have attained an average C.G.P.A of 7.5 and above, in the last year. For 1st year students, if results are not declared, please attach IA marks of your DSC papers signed by the concerned teachers
- Candidate should have passed ALL papers without any ER in the last year
- No disciplinary action should have been taken against the candidate
- Active participation in College/Departmental activities

***The candidates must have been a class representative or office bearer of any society or association for the following posts -**

1. President
 2. Vice President
- The candidates for sports president should have been an outstanding player in any game
 - Participation in any sports with certificate of participation is mandatory for the post of Sports Captain (Arts, Commerce & Science)
 - Candidates need to furnish two letters of recommendation from relevant dept./society
 - I. Teacher of the discipline course
 - II. Convenor of the Society/sports/ECA in-charge
 - The sports president/sports captains will be elected amongst the sports student of college (students whose name are enrolled in the records of the departments of the physical education)
 - The arrangements for the elections will be made by the Election Officer , in consultation with the Principal. and the Advisors and Proctors.
 - Once elected to the student council, no member can apply or hold any office bearer post in any college society/department associations



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STUDENT COUNCIL NOMINATIONS FORM 2025-26

FOR THE POST _____

FORM NO _____

Name _____
Course _____
Year _____
CGPA/IA Marks _____
Phone No _____

List your contributions to the college (Participation in the events and activities). Attach Proof

Why do you think you are eligible for the post?



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Give three suggestions for the improvements that can be made by the current post holders.

(Feedback/Suggestions)

RECOMMENDATIONS

S.No	Name	Department	Signature

INSTRUCTIONS

Kindly attach the following-

1. Passport size photograph
2. Copy of marksheet/result as proof/ Proof of IA marks (for 1st year students only)
3. Document indicating 75% attendance in core papers must be signed by considered teacher
4. Photocopy of relevant certificates
5. Your detailed agenda

Parent/Guardian Signature

Candidate Signature



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ATTENDANCE FORMAT

Name _____

Course/Semester _____

S.No	Semester	Discipline specific core paper	% of attendance	Teachers' Name	Teachers' Signature

Candidate Signature



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ROLES & RESPONSIBILITIES OF STUDENT COUNCIL

PRESIDENT	<ul style="list-style-type: none">● Incharge of and responsible for all the activities of the office bearers of Student Council● Organise the meeting of Student Council and chair it● Oversee the formulation and execution of the council's goals and plans for the academic year● Ensure proper resource allocation and ensure that deadlines are met● Act as a main point of contact between students, faculty and administration● Serve as the main spokesperson for the council in meetings, college functions and various bodies
VICE PRESIDENT	<ul style="list-style-type: none">● Vice President shall take charge in the absence of the President and also be responsible for the carrying out of different tasks by other members of SC● Lead and assist President in the strategic planning of events, initiatives and projects● Act as a bridge between the Student Council and various departments. Ensure smooth collaboration for events, initiatives and student-related matters● Play a key role in planning and executing events, ensuring smooth logistics, communication, and participation● Maintain the data of departments along with the General Secretary
CULTURAL SECRETARY	<ul style="list-style-type: none">● Responsible for organising various intra college and inter college literary and cultural events including the Annual Cultural Festival "Reverie"● Server as the liaison between the student council and various cultural and value added societies for budget allocation, optimal use of resources, securing approvals and addressing concerns● Cultural Secretary shall maintain the data of society members and core members● Graphics Work (Posters)● Student Council Website Maintenance
GENERAL SECRETARY	<ul style="list-style-type: none">● Responsible for overseeing the council's day to day operations, ensuring effective communication and maintaining coordination between different stakeholders● Maintain proper records of council decisions, minutes of meetings, event reports, applications, and communications for transparency and future reference● Work towards improving campus infrastructure, ensuring proper maintenance of washrooms, hygiene, and cleanliness across the college premises by coordinating with the administration and housekeeping staff



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	<ul style="list-style-type: none">• Content work (Invite, Reports, Mails and applications)
TREASURER	<ul style="list-style-type: none">• Treasurer shall deal with all the financial transactions, for an activity organised by the SC, in consultation with the union advisors• Monitor and record all expenses, ensuring that spending aligned with approved budgets and is utilized efficiently• Responsible for settlements and of all the budgets and advances approved• Responsible for handling PR related work, including outreach for event promotions, networking with sponsors, and setting up stalls for fundraising or event engagement during college festivals and functions• Process payments for event expenses, ensure timely reimbursements for approved costs and maintain a clear record of transactions.• Coverage of events & Selection of photos (dealing with photographer)• Student Council Website Update
PROCTORS (ARTS, COMMERCE & SCIENCE)	<ul style="list-style-type: none">• Ensure a disciplined and respectful environment on campus by addressing issues related to misconduct and conflicts• Oversee crowd control and security during college events, ensuring smooth entry, exit, and overall organisation• Help in smooth execution of college functions, including seating arrangements, maintaining order and assisting organisers as needed• Liaison between CRs and Student Council• Responsible for disseminating information to CRs and maintaining data of CRs
SPORTS PRESIDENT	<ul style="list-style-type: none">• Sports President shall look after the sports activities in the college in consultation with the Teacher in charge of the Department of Physical Education and also be an active participant in other activities of the Student Council• Encourage students to actively participate in sports and fitness activities• Plan and execute intra-college and intra moral sports activity and competitions in collaboration with Department of Physical Education and Sports ensuring smooth logistics and fair play
SPORTS CAPTAINS (ARTS, COMMERCE & SCIENCE)	<ul style="list-style-type: none">• Motivate and encourage the general students to participate in intra moral competitions, Gargi Olympiads, March Past Competition• Participation in all activities of the Student council