

**Procedure and Application form for Nomination of Departmental UG  
Representative for the Academic Session 2021-22  
Office of the Governing Dean, Academics  
Indian Institute of Technology Kharagpur**

**Introduction:**

As per the directives given in 320th Senate, this notice is for mentioning the procedure to be followed for the nomination/election of Departmental UG Representative for the academic session 2021-22. This notice shall be treated as the official notice from the Dean of Academics announcing the procedure and deadlines for the Nomination. Any issue here in with the rules, deadlines or the procedure shall be directly addressed to the Governing Dean, Academics [deanfoea@iitkgp.ac.in](mailto:deanfoea@iitkgp.ac.in) (with a copy to [ugrep@hijli.iitkgp.ac.in](mailto:ugrep@hijli.iitkgp.ac.in)).

**NOTE** - Due to the current pandemic situation, representatives will be chosen only by the nomination process instead of election.

**Eligibility (for students to contest):**

- Any student having completed their -
  - 2nd/3rd/4th year of their 5 year course [five year Integrated M.Sc, Dual Degree, B.Arch] or
  - 2nd/3rd year of their 4 year course [B.Tech] or
  - 1st year of their 2-year M.Sc program,

In the academic year 2020-21, with no backlogs, having no previous record of disciplinary action taken against them and having a good academic record with a C.G.P.A of  $\geq 7.00$  is eligible for nomination.

- Students who have opted for interdisciplinary dual degrees are eligible to be nominated from the home department. The same rule applies for the courses like Instrumentation Engineering, QD, QE, QM and others.
- The Current UG Representative of the Department/School/Center can contest if they are eligible.
- A strict policy of “one nomination – one candidate” should be followed.
- The student who wishes to become the UG Representative of the Department/School/Center should be reachable over the entire working duration of the academic session 2021-22.

**Nomination procedure:**

- If out of all the eligible students only “one student” applies for the position of responsibility – “UG Representative of the Department” then they shall be nominated unopposed by the HOD/HOC/HOS after a compulsory submission of proposals (described in Appendix-A).
- If more than one of the eligible students apply for the position of responsibility – “UG Representative of the Department”, then a nomination is to be made based on proposals to decide the final candidate for the post.

- In either of the above mentioned two cases, submission of proposals by candidates is a must.

### **Authority to Nominate:**

The HOD/HOC/HOS will be the sole authority to conduct the nomination procedures. Disputes arise (if any) during the process shall be resolved by the HOD/HOC/HOS. But for smoother coordination of the process, the HOD/HOC/HOS should nominate at least one faculty incharge to look after the process.

### **Timeline:**

Public notice to all students eligible to contest through mail	Latest by August 16, 2021
Last date for candidates to file nomination	Latest by August 26, 2021
Last date for withdrawal of nomination	Latest by August 27, 2021
Circulation of filled nomination forms to all the UG students of the Department/School/Center (by HOD/HOC/HOS or faculty(s) incharge through mails).	Latest by August 28, 2021
Examination of proposals by a team consisting of the Professors of Home Department, HOD/HOC/HOS and faculty(s) incharge.	Latest by August 30, 2021
Submission of the name of candidate Nominated.	Latest by August 31, 2021

Submission of the nomination form of the candidate should be made via mail to the HOD/HOC/HOS with a copy to the faculty advisor and the Department/School/Center Office, with the subject line - Nomination for Department/School/Center UG Representative for 2021-22.

Submission of the nominated candidate's name should be made via mail to the Office of the **Governing Dean, Academics** ([deanfoea@iitkgp.ac.in](mailto:deanfoea@iitkgp.ac.in)) with a copy to [ugrep@hijli.iitkgp.ac.in](mailto:ugrep@hijli.iitkgp.ac.in)) by the HOD/HOC/HOS.

### **Procedure for nomination in case of more than one application:**

- The faculty(s) incharge will assist the HOD/HOC/HOS in going through the proposals and for providing all the logistical support for the same.
- This will be followed by the nomination. A joint decision is to be reached following a mutual discussion among the HOD/HOC/HOS and the Professors of the Home department.
- In case of conflict, the HOD/HOC/HOS's decision shall be binding. This should be completed latest by the 30th August, 2021.

- The results may be announced by the HOD/HOC/HOS at their discretion. But submission of results to the office of Dean Academics is mandatory latest by 31st August, 2021.

**Procedure for Nomination Withdrawal:**

Candidates wishing to withdraw their nominations must do so by informing their respective HOD/HOC/HOS with a copy to the Department/School/Center Office latest by 27th August, 2021. The withdrawal mail should be sent as a reply to the nomination mail only.

**NOTE** - HOD/HOC/HOS are requested to circulate prior information to all the UG students of the Department/School/Center regarding the deadlines for all the events.

**Formation of UG Students' Council:**

All Nominated Departmental UG Representatives of each department will form the UG Students' Council for the academic year 2021-22.

The Governing Dean (Academics) will be the Chairman of the UG Student' Council, and will nominate one Departmental UG Representative to be Vice-Chairman of the UG Students' Council among the members of UG Students' Council.

The Vice-Chairman of the UG Students' Council will be UG Representative at the Institute level and Student Representative in the Institute Senate.

**APPENDIX A - Application Form (for candidates interested to contest)**

All the interested candidates among the set of eligible students, are requested to file their nominations in the format below. **The nomination should be submitted in pdf format via email to the respective HOD/HOC/HOS with a copy to the faculty advisor and the Department/School/Center office, who will be responsible for its circulation to all concerned students of the Department/School/Center .**

Format: ( PDF File Name - <Roll No>\_<Name>\_UGREP.pdf)

Name: .....

Roll number: .....

Year (2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>): .....(during the academic session 2020-21)

Course/ Specialization: .....

Academic Department: .....

C.G.P.A: .....(at the end of academic session 2020-21)

Hall of Residence: .....

Brief details of academic profile (internships, scholarships, research papers, conference participation etc.) *(Not more than 200 words)*

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Brief Details of Extra-Academic Profile (Position of Responsibilities in Hall, Society or any organisation, inter hall/ inter IIT participation, participation in any other competitions etc.) *(Not more than 200 words)*

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Motivation to contest for the post of Department/School/Center UG Representative: *(Not more than 100 words)*

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Proposals/ initiatives to be taken during the academic session 2021-22 for the development of the UG fraternity in the Department/School/Center (*Not more than 200 words*)

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What will you do (what will be your initiatives) if you become the UG Representative to the Institute Senate? (*Not more than 300 Words*)

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I hereby confirm that I have read all of the rules and instructions carefully.

Date:..... Signature of the Student : .....

Place:.....