



Ref No : SVC/Acs/2024/P/6314

31st January, 2024

Internal Complaints Committee (ICC)
(Notice and Guidelines : 2023-2024)

For implementation of UGC Regulation 2015 on "Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and Students in the Higher Educational Institutions" and University Proctor's communication (No PCTO/2018/122), it has been decided to hold election of Student Representatives (Two females and one male student of Second Year Undergraduate Courses of the college) as per following norms and schedule:-

1. Aspiring regular student should have maintained 75% attendance and scored at least 6 CGPA grade in the last examination.
2. Under-Graduate (only Part-II) Students between the ages of 17 and 22 as on 16th August of that academic year may contest elections.
3. No student shall be eligible to contest and/or hold a post of Office-Bearer for more than one academic year.
4. Every candidate is required to furnish an affidavit (as per prescribed format) to the effect that he/she does not have any previous criminal record and has not been subjected to any disciplinary action by the College/University on or before **9th February, 2024 till 3:00 PM**, positively.
5. Nomination form should be duly proposed and seconded by the bonafide students of the college.
6. No Candidate is allowed to propose or second his/her own candidature for any post. No Student/Candidate is allowed to propose or second the names of more than one candidate for the same post.
7. Further, the contestants should not have failed in the preceding academic year and/or re-admitted in the current year as per university rules.
8. The tenure of the Students Representatives will be for one year.

Only those students who paid their fees within the stipulated period are eligible to vote for the Sri Venkateswara College Internal Complaints Committee (ICC) Elections to be held on **16th February, 2024**.

Schedule for Election of Student Members of Internal Complaints Committee (ICC) of the college

S.No.	Details of activities	Date and Time
1.	Last date for receipt of nomination papers	9 th February, 2024 upto 3:00 PM.
2.	Scrutiny of Nomination Papers	9 th February, 2024 at 4:00 PM.
3.	Publication of the list of duly nominated Candidates	9 th February, 2024 upto 5:00 PM.
4.	Last Date and time for Withdrawal of Nomination by the candidates, if any	12 th February, 2024 upto 2:00 PM.
5.	Date of publication of final list of candidates	12 th February, 2024 at 5:00 PM.
6.	Date of Election	16 th February, 2024 from 11:00 AM to 1:30 PM.
7.	Declaration of results	16 th February, 2024 at 5:00 PM.

- A. The Nomination should be filed only in the prescribed form. Nomination filed via any other form or on plain paper shall be considered invalid. Every candidate is required to furnish an affidavit to the effect that he/she does not have any previous criminal record and has not been subjected to any disciplinary action by the College/University on or before 9th February, 2024 till 3:00 pm.
- B. No column in the prescribed format should be left blank. Incomplete forms will be rejected.
- C. Nomination paper along with the affidavit may be dropped in the sealed box, kept in the Principal's office for the purpose. Last day for submission of the same is **9th February, 2024 till 3:00 pm**.

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Prof Anant Pandey
Returning Officer

Dr Meenakshi Kuhar
Presiding Officer, ICC

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For R. Chandramani Singh
Principal, Election Officer

Any grievance received after the expiry of the limitation period i.e. after a week of the declaration of the (ICC) results, shall be considered as time barred and hence rejected. The Election Grievance and Monitoring Committee shall redress the grievance within the stipulated period.

It is pertinent to mention here that under no circumstances shall any student be permitted to cast his/her vote without a valid Identity Card. The Electoral College for elections to Internal Complaints Committee (ICC) will consist of all students admitted to various courses of study in College by **31st December, 2023**. **The term of office of the members (excluding students' representatives) of the ICC shall be for a period of three years if otherwise eligible, as per rules. However, one-third of the members of the ICC may change every year. It is pertinent to mention here that at least one-half of the total members of the ICC shall be women.**

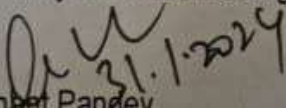
Term of the Student Members to the ICC

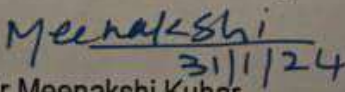
The term of the Students Representative to the ICC shall be for a period of one year or till the result of the subsequent election is declared in the category or till he/she is a bonafide student of that course for which he/she was admitted, whichever is earlier, provided that


- The student representatives shall not represent in the ICC from the end of their examination (in May) till the commencement of the subsequent academic session; and
- The Student Representatives to the ICC shall, in no case, have a term beyond one year.

Note:-

- Nomination Paper may be dropped in the sealed box, kept in the Principal's office for the purpose.
- The Nomination and withdrawal paper are to be downloaded from the College Website (www.svc.ac.in). The Prescribed Nomination Papers along with the affidavit duly filled in and completed in all the aspects may be dropped in the Sealed Box kept in the Principal's Office for this purpose on or before the **9th February, 2024 till 3:00 PM on any working day**. Further, the withdrawal form should be handed over in person only by the candidate concerned. The candidate must bring with him/her Identity Card issued by the college.
- All candidates are advised to visit the College Website (www.svc.ac.in) / Delhi University website (www.du.ac.in) regularly.
- For detailed information and any inadvertent typographical error, kindly also compare with the official records available with the Prof Anant Pandey, Returning Officer (vide e-mail apandey@svc.ac.in and Mobile Number 98117 20585).
- Any addendum/corrigendum shall be posted on the college website only.


Prof Anant Pandey
Returning Officer


Dr Meenakshi Kuhar
Presiding Officer, ICC


Prof K. Chandramani Singh
Ag. Principal & Election Officer

Copy forwarded for information and necessary action to the Teacher/Admission-in-Charge/ Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants (Accounts, Administration & Establishment), Principal's office, All concerned, College Notice Board, College Website; and File.





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31st January, 2024

Election Grievance and Monitoring Committee

The Election Grievance and Monitoring Committee comprising the following Members is constituted for Internal Complaints Committee (ICC) Election of Student Representatives (Two females and one male student of Second Year Undergraduate Courses of the college) to be held on **16th February, 2024:-**

The Election Grievance and Monitoring Committee comprising the following Members is constituted for Internal Complaints Committee (ICC) Election of Student Representatives (Two females and one male student of Second Year Undergraduate Courses of the college) to be held on **16th February, 2024:-**

S.No	Name of the Staff	Position & E-mail ID	Contact No
1.	Dr Meenakshi Kuhar	Presiding Officer, ICC icc@svc.ac.in	98182 78545
2.	Prof Anant Pandey	Returning Officer apandey@svc.ac.in	98117 20585
3.	Prof Nirmal Kumar	Proctor nkumar@svc.ac.in	97170 90294
4.	Dr Padma Priyadarshini	Convener, WDC wdc@svc.ac.in	88007 05645
5.	Dr Kameshwar Sharma YVR	Warden (Boys Hostel) hostelwarden@svc.ac.in	99103 74426
6.	Dr P. Devaki	Warden (Girls Hostel) hostelwarden@svc.ac.in	99850 10199
7.	Dr Narendra Gaur	ngaur@svc.ac.in	9818048470
8.	Dr Ram Kishore Yadav	rkyadav@svc.ac.in	9871600448
9.	Dr Narender Kumar	narenderk@svc.ac.in	9971862134
10.	Dr Richa Misra	richamisra@svc.ac.in	9811971403
11.	Mr Anuj Kumar	anuj.k@svc.ac.in	7838032839
12.	Dr Rajbir Kaur	rajbir@svc.ac.in	8587918022
13.	Dr Chetan	chetan@svc.ac.in	9671716354
14.	Dr Manvi Singh	manvi@svc.ac.in	9560565601
15.	Dr Deepika	ddeepika@svc.ac.in	9958424201
16.	Dr Pankaj Kumar	pankaj.evs@svc.ac.in	7503682699
17.	Dr Ravi Kumar Meena	ravi@svc.ac.in	7678421870
18.	Dr Latika	latika@svc.ac.in	9717808891
19.	Mr Madan Lal Gautam	Section Officer (Administration) soadmin@svc.ac.in	99713 52701
20.	Mr Pawan Kumar Pandey	Section Officer (Accounts) soaccounts@svc.ac.in	98118 18655
21.	Mr Rajiv Goel	Senior Assistant (Administration) rgoel@svc.ac.in	98101 57579

Note :- Any addendum/corrigendum shall be posted on the college website only.

Prof Anant Pandey
Returning Officer

Dr Meenakshi Kuhar 31/1/24
Presiding Officer, ICC

Prof K.Chandramani Singh
Ag. Principal & Election Officer

Copy forwarded for information and necessary action to the Teacher/Admission-in-Charge/ Coordinators of the respective departments, Section Officers (Accounts & Administration), Leading Assistants (Account, Administration & Establishment), Principal's office, All concerned, College Notice Board, College Postbox; and File.



Ref No : SVC/Acs/2024/P/

31/1
24th January, 2024

Internal Complaints Committee :: NOMINATION PAPER (2023-2024)

Paste your recent
Passport size
Photograph
(Self Attested)

Name of the Candidate
(In Block Letters)

Father's Name

Date of Birth

Residential Address

Telephone (Resi.)

Mobile No.

E-mail :

Class

College Roll No.

Participation of Sports/ECA (Yes/No)

Gender

Qualifying Examination Details

Passing Year

Board/University

Exam

Roll No.

CGPA

UNDERTAKING AND DECLARATION BY THE CANDIDATE

- i) I undertake to abide by the Code of Conduct of Election for Internal Complaints Committee (ICC) as uploaded on the college/university website.

I solemnly declare that:-

- ii) I undertake to reply all the notices to be sent to me in my email ID mentioned above within 24 hours failing which Election Officer may take ex-parte decision on my candidature.
- iii) I did not contest for Internal Complaints Committee (ICC) earlier.
- iv) I have not been convicted of any criminal offence including moral turpitude nor have been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property.
- v) I have not been found any guilty of, and punished for the use of unfair means in any examination of the University/Board.
- vi) I have attained the minimum attendance i.e. 75% in Theory (Sports/ECA Attendance, whichever applicable) in my preceding year of the Course and have scored 6 CGPA grade in the last examination.
- vii) I have not been declared failed in the preceding academic year (s) and/or re-admitted in the current year.

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- viii) I have no academic arrear i.e. to say that there is no pending papers to be cleared by me.
ix) The information related to my previous examination result and attendance, given by me is correct.

Date.....Signature of the Candidate.....
Fee Receipt/Challan No.....Paid on.....

PROPOSER

Name of the Proposer.....Class.....
College Roll No.....Date.....Signature.....
Fee Receipt/Challan No.....Paid on.....

SECONDER

Name of the Seconder.....Class.....
College Roll No.....Date.....Signature.....
Fee Receipt/Challan No.....Paid on.....

Note :-

1. Nomination Paper may be dropped in the sealed box, kept in the Principal's office for the purpose. The last date for submission of Nomination is **9th February, 2024 upto 3:00 PM.**
2. The Candidate, the Proposer and the Seconder must also submit the respective self-attested photocopies of their fee receipts for the year 2023-2024. A copy of self-certified marks-sheet of XII Class/I Year/II Year should also be enclosed.