

Job Description and Role of President

The president of the society will be primary student representative of that society to the administration as well as to other societies. He will take charge from 1st July 2016. The president of the society will be ultimately responsible and accountable for following duties.

1. Must attend and actively participate in monthly presidents' meetings with the administration to discuss student and administrative concerns.
2. Must monthly preside over society meetings with all the members and office bearers of the society.
3. Maintain a list of society membership.
4. Recruit office bearers of society from the membership list in collaboration with the advisor of society.
5. Develop and maintain close working relationship with office bearers of the society.
6. Ensure that office bearers are meeting the job requirement and working properly.
7. Work closely with the advisor and other office bearers to plan and organize events for the society.
8. Submit society's annual budget and activities plan with in the due date.
9. Publish the report of all society events on University website.
10. Maintain accurate financial record of the society.
11. Follow the procedure of purchase and accounts as directed by Director of Student Activities.
12. Abide by the policy and procedures of Student Activities.
13. Must not collect any money from the students without the prior approval from Director of Student Activities.
14. Attend all meetings/trainings/ workshops organized by the administration.
15. Act as liaison between the society members and the administration.
16. Organize the work of society with the oversight of the advisor and report to the Director of Student Activities.
17. Represent the society at events both on and off campus as needed or as per direction from Director of Student Activities.
18. Work for the overall betterment of the campus community by helping and working with other societies as it appropriate.

Procedure for submitting an application of nomination

1. Download and fill out the Application for the nomination.
2. Attach updated transcript along with passport size picture.
3. Submit the application within due date. Late or incomplete applications will not be considered.
4. Must fulfill all the requirements.
5. Application for multiple societies is not allowed. Nominee can not submit application for one society only.
6. Application will be verified and nominee will be called for an interview.
7. If nominee get acceptance by the nominating committee then he will be given voting list for election.

Nomination Committee Members

For Academic Societies

1. Head of Department or his/her designee
2. Chief Student Affairs Officer or Head of Student Activities
3. Advisor of the society

For Non Academic Societies

1. The Chief Student Affairs Officer or her designee.
2. The Head of Student Activities or his designee.
3. Advisor of the Society

The nominating committee will choose all eligible candidates to run for the office of President of the society.

1. Nominees should meet all of the above requirements.
2. Nominating committee may nominate student to run for elections.
3. Students may self nominate, nominate others or be requested by the nominating committee to run for office.
4. The committee must check the academic and disciplinary record of all nominees and should interview the nominees.
5. All qualified nominees should be placed on the election ballot.
6. Once nomination committee finalizes the nominees then nominees can not withdraw their names from the ballot
7. The nominating committee is also responsible for securing an accurate record of the names of the members of the society for voting purposes.
8. The names of those nominated to run for office will be made public no more than 1 week prior to the election.
9. Voting times should be posted clearly and the balloting should be stop at the posted time.

Campaigning

1. All nominees should be given a copy of the document with campaigning guidelines.
2. Any report of violations should be investigated by the nomination committee.
3. Candidates found in violation must be disqualified.
4. Off campus activities are strictly prohibited for the campaign purposes. Candidates or his/her friends ARE NOT ALLOWED to visit the homes of society members for the purposes of the campaigning.
5. Candidates or his/her friends are not allowed to force / threat / pressurize/ bribe the students to vote.
6. A4 size flyers stating the qualification of the candidate may be given but only simple BLACK & WHITE photocopied pages. The number of fliers allowed may be determined by the society advisor based on the number of members in the society.

7. Notices, banners or slogans are not allowed to be posted on campus.
8. No buttons, pins, stickers, badges or other campaign material may be given out (except the aforementioned fliers).
9. Students may campaign on campus but must not interrupt classes to do so.
10. Students ARE NOT ALLOWED to spend any money beyond the copy charges for the fliers on this campaign.
11. No candidate for any office may be affiliated with any outside political or religious organization with the intent to bring any such society/group/organization on campus.
12. Candidates or his/her friends are not allowed to campaign on the Election Day. Violation of this rule will result in disqualification.

Election Held

1. Students who are registered for spring 2016 semester and have been the voting members of the society are able to vote in the election.
2. Students must have a valid University ID Card to vote. No one will be allowed to vote without presenting as they receive the voting ballot.
3. Students must be present within ten minutes of the announced time at which point the doors will be closed and no one else will be allowed to enter until the election of that society ends.
4. Intermediate / MS/M. Phil/ PhD students can not vote or participate in elections.
5. Complete ballots will be placed in a sealed box by the voter. The box will remain sealed until the last ballot is cast.
6. Votes will be counted by the Chief Student Affairs Officer and the Head of Student Activities and results will be posted within 24hrs of the end of all elections on University facebook page.

3. Future Plans *(For the same society you are applying for)*

What are your next year plans for the society? _____

4. Why you want to be a society president?

5. Undertaking

My signature below denotes that I have read and understand the following statements:

- I understand that my academic and conduct eligibility will be checked for verification purposes.
- I have read, understand, and shall abide by the Student Activities Election Policy 2016.
- I understand that any violation of the established rules and regulations for this election shall result in my disqualification.
- I understand that once nomination committee finalizes my name for ballot I can not withdraw my name from ballot.
- I understand that incomplete application will be rejected.
- I shall not challenge the decision of the nominating committee and I shall accept their decision.
- My membership number indicates that I am a member of the society for which I am running for office.
- I understand that no outside political or religious organizations are allowed on campus. I guarantee that I have no intent to bring any such society/group/organization on campus nor will I allow them to influence my decision making.

Name of the Nominee

University Roll No.

Signature of Candidate with date