



# **IFTM UNIVERSITY**

(Established under Section 2 (f) of UGC Act 1956 by UP Govt. Act No. 24 of 2010 and NAAC Accredited)

## **THE CONSTITUTION OF IFTM UNIVERSITY STUDENT'S COUNCIL (IUSC)**

Lodhipur Rajput, Delhi Road, Moradabad - 244102 (U.P.)  
Tel: 0591-2360817, 2360818, 09411029918 & 09639004077  
E-mail: [admissions@iftmuniversity.ac.in](mailto:admissions@iftmuniversity.ac.in)  
Website: [www.iftmuniversity.ac.in](http://www.iftmuniversity.ac.in)



# The Constitution of IFTM University Student's Council

## INDEX

<b>Index. No</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Overview	1
2.	Pledge	2
3.	Organogram of IUSC	3
4.	Introduction	4
4.1.	Objectives of IUSC	5
5.	General Body, Student Executive Council	5
6.	Student Executive Council	6
6.1.	President	6
6.2.	Secretary Board of Cultural Activities (BOCA)	7
6.3.	Secretary Board of Sports Activities (BOSA)	8
6.4.	Secretary Board of Hostel Affairs (BOHA)	9
6.5.	Secretary Board of Management, Humanities, Science and Technology (BOHMST)	9
6.6.	Secretary Board of Literary Activities (BOLA)	10
6.7.	Secretary Board of Community, NCC and NSS Activities (BOCNNA)	11
7.	Student Development Cell	12
7.1.	Introduction	12
7.2.	SDC Constitution	12
7.2.1.	Members	12
7.2.2.	Procedure for Selection	13
7.2.3.	Clubs @ SDC	13
7.2.4.	SDC Meetings	13
7.2.5.	Reporting and Dissolution	14
8.	Selection @ SEC Members	14
8.1.	Screening of Candidature	14
8.2.	Eligibility Criteria	15
9.	Functioning of IUSC	15
9.1.	Decision Making by the IUSC	15
9.2.	Impeachment	16
10.	Constitution Amendment	16
11.	Annexure 1: IUSC Nomination Form	17

# 1. OVERVIEW

The University has established with a goal to be the best destination for aspiring new-gen managers. It is committed to redefine 'quality' in higher education with state of the art facilities, best of the infrastructure and finest faculty. Presently, the University operates with Ten Schools i.e.

1. School of Business Management (SBM)
2. School of Pharmaceutical Sciences (SPS)
3. Pharmacy Academy (PA)
4. School of Computer Science & Applications (SCSA)
5. School of Engineering & Technology (SET)
6. School of Bio Technology (SBT)
7. School of Agricultural Science & Engineering (SASE)
8. School of Sciences (SOS)
9. School of Social Sciences (SOSS)
10. School of Law (SOL)

All the schools of the University are required to have their Student Development Cell (hereafter refer as SDC) as per the recommended structure in this document.

IFTM University Student Council (hereafter refer as IUSC) will consist of the members of Student Executive Council (selected by the IUSC Advisory Board in the beginning of every academic year) and the General Executive Body (hereafter refer as GEB). The GEB will consist of all the schools' President and Secretary (selected by the SDC Advisory Committee of the respective school of the University in the beginning of every academic year). The Dean of Student Welfare, IFTM University shall be the chairperson of the IUSC.

IUSC will have an Advisory Board which will comprise of the following:

1. Registrar, IFTM University (Chairperson)
2. Dean of Student Welfare, IFTM University (Member Secretary)
3. Chief Proctor, IFTM University (Member), to offer critical advice and support towards the well-being and safety of the students.
4. Director Sports (Member), for advice relating to sports activities.
5. Faculty Incharge / Convener of SDC of different schools (Members)

## **2. PLEDGE**

For the purpose of:

- (a) Nurturing a sense of unity and equality among students, irrespective of the differences on the basis of their caste, gender, race, religion, place etc.
- (b) Ensuring comprehensive and versatile development of students.
- (c) Encouraging and sustaining the growth of Innovation among the students.
- (d) Creating an amicable environment conducive for physical and mental development of students on the campus.
- (e) Stimulating students to be responsible and better citizens of the country.

We, the students of the IFTM UNIVERSITY, MORADABAD, in order to usher in a culture of self-governance, accountability and to facilitate synergy among all the stakeholders of the University for their holistic development, resolve to constitute a democratic self-organization, called IFTM University Student Council, and do hereby adopt, enact & give to ourselves this constitution.

### 3. ORGANOGRAM OF IUSC



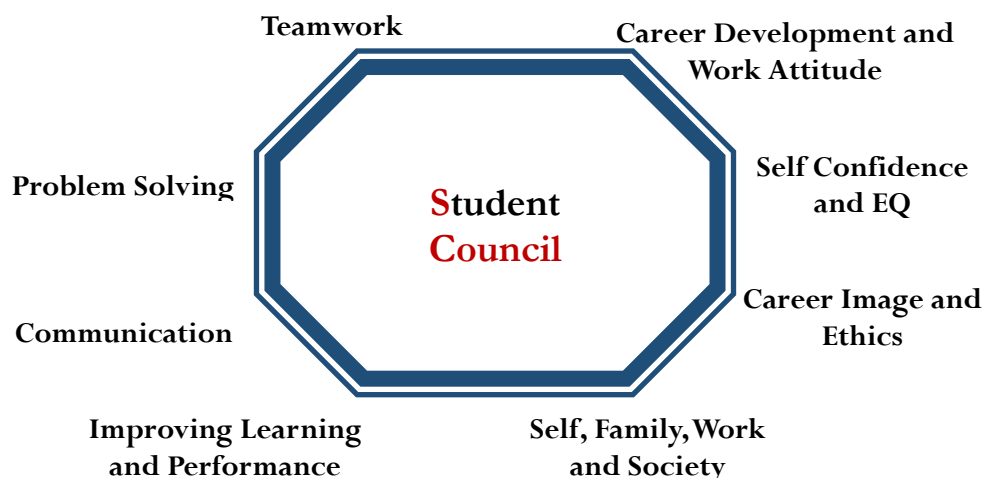
## 4. INTRODUCTION

Student Council, a representative structure is a platform that ensures structured partnership of teachers, students and management of the University. It provides a platform for all the students to display and develop their leadership qualities. Students ensure augmentation of various infrastructural activities for students' benefit and welfare. Students participate in different institutional events organised in the University like Convocation, Alumni Meet (Kutumb), Annual Function (Samavesh), Annual Sports (Shaurya), recreational, awareness and education activities and also to provide society commitment services through NSS and NCC. The Student Council provides scope to contribute in the development of students' leadership skills, program planning and volunteering. Moreover, the contribution made by a Student Council to the development of University policy in a number of areas can have significant benefits for both students as well as the University.

**Vision:** To develop skills in students. We envisage in polishing “rough edges of raw diamond” to present before the globalized arena developed personalities who can contribute to the growth of the nation through excellence and innovation.

**Mission:** To groom and transform today's ambitious student into highly competent professional and responsible citizen of our country by promoting awareness among the student fraternity and to instil work ethics and set values in our students to succeed in academics and in the profession.

The main dimensions of Student's Council are depicted below in the diagram.



**Dimensions of IUSC**

#### **4.1. OBJECTIVES OF THE IUSC**

- To involve the students in the affairs of the University.
- To promote the idea of sense of responsibility towards the development of the University.
- To inculcate the idea for the protection of basic human rights and self-determination.
- To imbibe physical, mental, emotional, intellectual and spiritual upliftment of the student community.
- To work in partnership with the Management, Staff and Students of the University.

### **5. GENERAL BODY, STUDENT EXECUTIVE COUNCIL**

**5.1** All regular full time students of the University shall constitute its General Body.

**5.2** The IUSC Advisory Board shall select the following students as the Student Executive Council (hereafter refer as SEC) at the beginning of each academic year:

- (a) President
- (b) Secretary Board of Cultural Activities (BOCA)
- (c) Secretary Board of Sports Activities (BOSA)
- (d) Secretary Board of Hostel Affairs (BOHA) [2 member- one from boys and one from girls]
- (e) Secretary Board of Humanities, Management, Science and Technology (BOHMST)
- (f) Secretary Board of Literary Activities (BOLA)
- (g) Secretary Board of Community, NCC and NSS Activities (BOCNNA)

**Key Role of SEC:** To lead, organize and coordinate the General Body on the various fronts of student-related matters.

**5.3** Each SEC members will hold the office for one academic year.

**5.4** The elected SEC members shall be supported by the following members:

- (a) President of Student Development Cell of each school;
- (b) Secretary of Student Development Cell of each school;
- (c) Coordinators of different club formed in each school;

## **6. STUDENT EXECUTIVE COUNCIL**

The SEC shall meet at least once in every six months pertaining issues and new proposals for the welfare of the students.

The roles, responsibilities and duties of the elected SEC members of the Student Council are described in the sub-sections below:

### **6.1. PRESIDENT**

6.1.1 The President shall be the member secretary of the IUSC.

6.1.2 He/she shall liaise with the University Administration on all matters concerning the academics, well-being and safety of the General Body. The President will be the representative of student who will participate in every administrative decision regarding students.

6.1.3 The President will be a UG/PG representative for attending meetings of the University Academic Bodies.

6.1.4 The President shall represent the General Body in all matters relating to the Student discipline and academic. He/she shall participate in the discussion of every Academic/discipline rule which comes up in the University.

6.1.5 He/she shall analyse the situation of the General Body and generate the agenda for the next meeting of the IUSC.

6.1.6 He/she shall convene meetings of the elected IUSC as and when the need may arise.

6.1.7 The President shall be responsible for ensuring co-ordination amongst the various constituent SDCs of different schools in the University.

6.1.8 He/she shall ensure, together with Secretaries of the respective boards, funding for the IUSC.

6.1.9 The President, shall call for, compile and release to the SDC of the schools in the University, the reports of activities and event obtained from the Secretaries of Boards/Committee recognized by the Student Council. All Secretaries of the Boards/Committees recognized by the student council shall make a report of the



concerned Board/Committee during his/her term of office and submit it to the President and a copy to Registrar (Chairperson of IUSC advisory board), once in a year.

6.1.10 He/she shall work closely with the other SEC members in relation to the Student Council events.

## **6.2. SECRETARY BOARD OF CULTURAL ACTIVITIES (BOCA)**

6.2.1 The Secretary BOCA shall promote and address Arts and Cultural skills, including but not limited to:

- (a) Music
- (b) Dance
- (c) Arts & Crafts
- (d) Theatre
- (e) Audio-visuals (including Movie and Photography)
- (f) Formal and Informal events related to Arts and Culture and
- (g) Workshops for arts and culture

6.2.2 He/she shall plan a schedule of arts and cultural activities to be held during his term along with budgetary requirements, and present the same to the IUSC Advisory Board for discussion and coordination with the other student events.

6.2.3 He/she shall convene all meetings of the Cultural Activities held at the school / University level and prepare their minutes.

6.2.4 He/she shall seek advice from IUSC Advisory Board on all matters related to Arts and Cultural activities of the students.

6.2.5 He/she shall provide support to the University on matters related to Arts and Cultural activities.

6.2.6 He/she shall organize activities listed in 6.2.1 through different clubs under SDC of each school and ensure their smooth functioning.

6.2.7 He/she shall analyse the situation periodically related to matters listed in 6.2.1 and generate agenda for the next meeting.

6.2.8 He/she shall coordinate the arts & cultural activities related to Intra-School events held by the clubs of SDC of the respective school in the University.

6.2.9 He/she will be the Ex-officio President of the Working committee for 'SAMAVESH'  
-The annual cultural fest of the University.

### **6.3. SECRETARY BOARD OF SPORTS ACTIVITIES (BOSA)**

- 6.3.1 The Secretary BOSA shall promote and address sports and games among students, including but not limited to:
- (a) Inter-Departmental Events,
  - (b) Inter-Hostel Events,
  - (c) Inter-Collegiate (National) Events,
  - (d) ‘SHAURYA’ – The Inter-University Sports Meet,
  - (e) State and National Games and Sports, and
  - (f) Maintenance of all the sports equipment and facilities of the institute.
- 6.3.2 He/she shall plan a schedule of games and sports activities to be held during the year along with budgetary requirements, and present the same to the IUSC Advisory Board for discussion and coordination with other student events.
- 6.3.3 He/she shall convene all meetings of the Sports Activities held at the school / University level and prepare their minutes.
- 6.3.4 He/she shall seek advice from the IUSC Advisory Board on all matters related to sports and games of students.
- 6.3.5 He/she shall provide support to the University on matters related to sports and games.
- 6.3.6 He/she shall organize activities listed in 6.3.1 through different clubs under SDC of each school and ensure their smooth functioning.
- 6.3.7 He/she shall analyse the situation periodically related to matters listed in 6.3.1 periodically and generate agenda for the next meeting.
- 6.3.8 He/she shall coordinate the sports activities related to Intra-School events held by the clubs of SDC of the respective school in the University.
- 6.3.9 He/she will be the Convener of the Working Body for ‘SHAURYA’ – The Inter-School Annual Sports Fest of the University.

#### **6.4. SECRETARY BOARD OF HOSTEL AFFAIRS (BOHA)**

6.4.1 The Secretary BOHA shall be responsible for the overall functioning of the Hostels, which shall include, but not limited to:

- (a) Hostel maintenance,
- (b) Mess management, and
- (c) Miscellaneous Hostel Activities,

6.4.2 He/she shall be supported by Hostel Warden(s) – Boys and Girls, for all matters related to hostels.

6.4.3 He/she shall plan the budgetary requirements for the hostel in consultation and discussion with the Hostel Warden(s) who will forward it to the Chief Warden.

6.4.4 He/she shall seek advice from the Chief Warden on all matters related to the hostels.

6.4.5 He/she shall provide support to the University on matters related to the mess.

#### **6.5. SECRETARY BOARD OF MANAGEMENT, HUMANITIES, SCIENCE AND TECHNOLOGY (BOHMST)**

6.5.1 The Secretary BOHMST shall promote and address Humanities, Management, Science and Technology related activities among students, including but not limited to:

- (a) Proper Functioning of the Management and Technical clubs of the University.
- (b) Organisation of Management and Technical Activities in the campus.
- (c) Conduct of lectures by eminent people across the world for intellectual development of the students.

6.5.2 He/she shall plan a schedule of Humanities, Management, Science and Technology activities to be held during the year along with budgetary requirements, and present the same to the IUSC for discussion and coordination with other student events.

6.5.3 He/she shall convene all meetings of Humanities, Management, Science and Technology activities held at the school / University level and prepare their minutes.

6.5.4 He/she shall seek advice from the IUSC Advisory Board on all matters related Humanities, Management, Science and Technology activities of students.

6.5.5 He/she shall provide support to the University on matters related to Humanities, Management, Science and Technology activities.

6.5.6 He/she shall organize activities listed in 6.5.1 through different clubs under SDC of each school and ensure their smooth functioning.

6.5.7 He/she shall analyse the situation periodically related to matters listed in 6.5.1 periodically and generate agenda for the next meeting.

6.5.8 He/she shall coordinate the Humanities, Management, Science and Technology activities related to Intra-School events held by the clubs of SDC of the respective school in the University.

6.5.9 He/she will be the Ex Office Convener of the Working Committee for any Inter-School Management and Technical fest held in the University.

## **6.6. SECRETARY BOARD OF LITERARY ACTIVITIES (BOLA)**

6.6.1 The Secretary BOLA shall promote and address literary activities among students, including but not limited to:

- (a) Promoting the art of speaking on various platforms;
- (b) Identifying and promoting discussions on important issues;
- (c) Celebrating cinema and identifying the talent in the field;
- (d) Providing an outlet for and cultivating literary talent;
- (e) Increasing awareness on general affairs through quizzing;
- (f) Using print media, online media responsibly and providing acceptable journalism;
- (g) Workshops for debating, writing, quizzing and other literary fields.

6.6.2 He/she shall plan a schedule of literary activities to be held during the year along with budgetary requirements, and present the same to the IUSC Advisory Board for discussion and coordination with other student events.

6.6.3 He/she shall convene all meetings of literary activities held at the school / University level and prepare their minutes.

6.6.4 He/she shall seek advice from the IUSC Advisory Board on all matters related literary activities of students.

- 6.6.5 He/she shall provide support to the University on matters related to literary activities.
- 6.6.6 He/she shall organize activities listed in 6.6.1 through different clubs under SDC of each school and ensure their smooth functioning.
- 6.6.7 He/she shall analyse the situation periodically related to matters listed in 6.6.1 periodically and generate agenda for the next meeting.
- 6.6.8 He/she shall coordinate the literary activities related to Intra-School events held by different SDC of the school in the University.
- 6.6.9 He/she will be the Ex-Officio President of the Working committee for any Inter-School event promoting literary activities as such.

### **6.7. SECRETARY BOARD OF COMMUNITY, NCC AND NSS ACTIVITIES (BOCNNA)**

- 6.7.1 The Secretary BOCNNA shall promote and address community development, NCC and NSS activities among students, including but not limited to:
- (a) Promoting the community activities on various platforms;
  - (b) Identifying and promoting discussions on important social issues;
  - (c) Conduct Rally and Blood Donation Camp on regular basis;
  - (d) Increasing awareness on general issues pertaining to society;
  - (e) Conduct Clean and Green Campus programme;
  - (f) Workshops for creating awareness on day-to-day social issues.
- 6.7.2 He/she shall plan a schedule of community development, NCC and NSS activities to be held during the year along with budgetary requirements, and present the same to the IUSC Advisory Board for discussion and coordination with other student events.
- 6.7.3 He/she shall convene all meetings of community development, NCC and NSS activities held at the school / University level and prepare their minutes.
- 6.7.4 He/she shall seek advice from the IUSC Advisory Board on all matters related community development, NCC and NSS activities of students.
- 6.7.5 He/she shall provide support to the University on matters related to community development, NCC and NSS activities.

6.7.6 He/she shall organize activities listed in 6.7.1 through different clubs under SDC of each school and ensure their smooth functioning.

6.7.7 He/she shall analyse the situation periodically related to matters listed in 6.7.1 periodically and generate agenda for the next meeting.

6.7.8 He/she shall coordinate the community development, NCC and NSS activities related to Intra-School events held by the clubs of SDC of the respective school in the University.

## **7. STUDENT DEVELOPMENT CELL**

The section presents the Organisation of the Student Development Cell (SDC) formed by each school in the University which further supporting each member of the Student Executive Council (SEC) for the smooth functioning of different activities held at school / University level.

### **7.1. INTRODUCTION**

Student Development Cell helps in promoting quality in student life within and outside the University. It is a support system for the holistic development of the students and works in liaison with the SEC members and the students of the respective school. SDC also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the respective school of the University. The SDC provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

### **7.2. SDC CONSTITUTION**

#### **7.2.1. MEMBERS**

7.2.1.1 Each school shall have SDC Advisory committee chaired by the Dean / Director of the concerned school.

7.2.1.2 Faculty Members (min 3 and max 5), nominated by the Dean / Director of the concerned school, will act as member of SDC Advisory committee.

7.2.1.3 The SDC of the concerned school shall consist of the following members, namely:

1. Faculty Member (Incharge / Convener of SDC), one member among the SDC Advisory committee, nominated by the Dean / Director of the concerned school.
2. President

3. Secretary
4. Representatives (Coordinators / Co-coordinators) of various clubs under SDC.

### **7.2.2. PROCEDURE FOR SELECTION**

A selection committee headed by Dean / Director of the concerned school along with the SDC Advisory Committee involves in the selection process of President, Secretary and other representatives of SDC, who nominate themselves for these posts. Appropriate gender balance in the Cell shall be given priority.

### **7.2.3. CLUBS @ SDC**

- Various clubs shall be established under SDC as per the requirement of the concerned school. These clubs shall promote and organize extracurricular activities related to Arts & Culture, Sports, Management, Humanities, Science & Technology, Literary, Community Development, NCC and NSS etc. Each club shall have representatives (namely Coordinators / Co-coordinators) leading the club.
- These clubs represent the cognitive domain of knowledge sharing in various fields, which influence the larger student community and offers diverse learning practices provides an exclusive platform for different dimension of learning, networking and socializing outside the classroom.
- The clubs can be created at any time of the year with the consent of SDC. Regular evaluation of the clubs will be undertaken by the SDC Advisory committee and in case of inactivity of the club over a period of upto 3 months, they may either change the representatives or dissolve the club with the consent other members of SDC.
- The SDC shall assist the IUSC in all matters related to any activities held at school / University level.
- The SDC members shall prepare a budget for the activities they plan to organize in their school and discuss it with the IUSC members for further action.

### **7.2.4. SDC MEEETINGS**

The SDC shall meet twice in a year (once in even semester and once in odd semester). It is mandatory for the Incharge, SDC to attend all the meetings. The support and

suggestions of the faculty coordinator will be very useful in grooming up the leadership skills of the student members in the cell.

#### **7.2.5. REPORTING AND DISSOLUTION**

The SDC members are liable to share the reports/minutes of the meeting at any time to the Dean / Director of the concerned school. The SDC shall act as a responsible body contributing to the Vision and Mission of the University and shall neither be an association nor a bargaining agency of the students. The Director of the school may dissolve the Cell at his /her discretion at any time prior to its functional duration.

### **8. SELECTION @ SEC MEMBERS**

The selections for the posts of President, General Secretary BOCA, General Secretary BOSA, General Secretary BOHA, General Secretary BOMHST, General Secretary BOLA and General Secretary BOCNNA shall take place once a year at the beginning/end of the academic session. The selection process shall take place in two stages, namely 1) Preliminary Stage - Faculty Screening headed by Dean / Director of the concerned school and 2) Final Stage selection through IUSC Advisory Board.

#### **8.1. SCREENING OF CANDIDATE**

The students who wish to apply for the SEC have to fill up the application form and submit within a stipulated period of time whenever required. The application form (*see Annexure 1*), shall be explicit and contains information about the academic details of the student along with their achievements as well a small write up on the objective of their application to be a part of the prestigious council. The following procedure should be adopted while screening of the candidature at preliminary stage:

- a) Candidates for each post must be a member of the General Body.
- b) A panel of faculty members (max 4) shall be appointed by the Dean/Director of the concerned school.
- c) After the careful scanning of the application forms, the students appear for the preliminary round wherein they make a brief presentation about themselves, their academic achievements and their vision for taking the SEC & the University forward. The presentations shall be judged by panel appointed.
- d) The panel shall decide if the candidate is fit for the post or not.



- e) The candidates who qualify this stage their names (one for each post) shall be nominated and forwarded for the second stage process.

## **8.2. ELIGIBILITY CRITERIA**

- a) All the bonafide students on the rolls of the University are eligible to be nominated.
- b) The candidate should in no event have any academic arrears/backlog and shall not be under academic probation etc.
- c) The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.
- d) The candidate shall not have been subjected to any disciplinary action by the University authorities.

## **9. FUNCTIONING OF IUSC**

### **9.1. DECISION MAKING BY THE IUSC**

8.1.1 Consensus shall be attempted in all decision making. Only when consensus building fails, voting shall be resorted to.

8.1.2 To decide on any matter in SEC by voting, the following shall be required:

- a) Presence of Chairman and Member Secretary of IUSC Advisory Board in discussion.
- b) Presence of at least 50% of the strength of the SEC and the IUSC Advisory Board in discussion.
- c) The announcement for the voting should be made at least one week prior to the elections.

8.1.3 In case of a tie, the decision of the Chairman of the IUSC Advisory Board shall be binding.

8.1.4 The IUSC recognizes that on serious matters related to the safety and wellbeing of students, academics and discipline, the decision of the Director or Deans shall be binding on all students.

## **9.2. IMPEACHMENT**

8.2.1 If the IUSC Advisory Board or Dean / Director of the concerned school feel at any time of the year that a person is not capable of holding an office of responsibility, he/she can be impeached and all his/her responsibilities would by default be passed on to the President to which he/she is responsible till somebody replaces the person. In case of the impeachment of the President, the IUSC Advisory Board can nominate any member from the SEC to act as President till fresh selections are announced.

8.2.2 An SEC Member of the IUSC can be impeached only by the Chairman of the IUSC Advisory Board under the following conditions:

- a) If any disciplinary action is taken by the University against him/her.
- b) The Faculty Incharge of his/her supporting school feels that he/she is not able to perform his/her duties. In such a case, the Faculty Incharge shall have to convince the Dean/Director of his/her insincerity by proper evidence.
- c) If he/she resorts to objectionable behaviour at any public event/forum or meeting.

## **10.CONSTITUTIONAL AMENDMENT**

9.1 This constitution can be amended as decided by the IUSC Advisory Board or in case any Faculty Incharge expresses the need in writing to the Dean/Director of the concerned school which shall have to be passed by the respective SDC Advisory committee. The Amendment shall be deemed to have passed, if receives 2/3<sup>rd</sup> majority with at least 50% of the IUSC Advisory Board casting its vote together.

-----END-----

**IFTM UNIVERSITY STUDENT'S COUNCIL (IUSC)  
NOMINATION FORM**

**Nominee:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_

(If self-nominated write self)

**Applying for Post:**

President [one post]

Secretary [seven post] \_\_\_\_\_

**Are you an IUSC member:** Yes / No (Tick wherever applicable)

**Mobile Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- A candidate statement describing your qualifications and/or potential for the particular position (300 words or less)
- A copy of curriculum vitae
- A brief letter from your research advisor verifying your status as a student in good standing and their support of the student participating in Student Executive Council.

**Skills & Experience** (*refer IUSC Constitution for Roles and Responsibilities*)

Please give details below of your skills & experience and indicate why you wish to be a member of the SEC leadership. (No more than 300 words. You may use a separate sheet if needed.)

I confirm I have gained the nominee's consent for their name and details to go forward.

**Signature with Date:** \_\_\_\_\_

**Please save all documents to a single dot(.)pdf file and submit the packet to the office of Dean/Director of the concerned school.**

**Please note that this nomination will be invalid unless this form and all supporting documents are fully completed.**