



श्री वेङ्कटेश्वर कलाशाला
श्री वेङ्कटेश्वर महाविद्यालय
Sri Venkateswara College
(दिल्ली विश्वविद्यालय)
University of Delhi



प्रोफेसर वज्जला रवि
प्राचार्य

Prof Vajala Ravi
Principal

Ref No : SVC/Acs/2025/P/9437

17th January, 2025

Internal Complaints Committee (ICC)
(Notice and Guidelines : 2024-2025)

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. Under-Graduate (only Part-II) Students between the ages of 17 and 22 as on 16th August of that academic year may contest elections.
2. No student shall be eligible to contest and/or hold a post of Office-Bearer for more than one academic year.
3. 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 **4th February, 2025 till 12:30 PM**, positively.
4. Nomination form should be duly proposed and seconded by the bonafide students of the college.
5. 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. Further, the contestants should not have failed in the preceding academic year and/or re-admitted in the current year as per university rules.
6. In case of a tie, the candidate getting higher percentage of consolidated marks/CGPA in the previous examination shall be declared as elected, as per university guidelines dated 16th August, 20218.
7. **The tenure of the Students Representatives will be for one year.**

Only those students who paid their fees within the stipulated period (i.e. upto 3rd February, 2025) are eligible to vote for the Sri Venkateswara College Internal Complaints Committee (ICC) Elections to be held on 12th February, 2025.

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	4 th February, 2025 upto 12:30 PM.
2.	Scrutiny of Nomination Papers	4 th February, 2025 at 2:00 PM.
3.	Publication of the list of duly nominated Candidates	4 th February, 2025 upto 4:00 PM.
4.	Last Date and time for Withdrawal of Nomination by the candidates, if any	7 th February, 2025 upto 12:30 PM.
5.	Date of publication of final list of candidates	7 th February, 2025 at 3:00 PM.
6.	Date of Election, if necessary	12 th February, 2025 from 10:00 AM to 1:30 PM.
7.	Venue for Election	Room No 13, 14 & 17, Arts Block, College Campus)
8.	Counting of Votes	12 th February, 2025 from 2:00 PM onwards (Room No 14, Arts Block, College Campus)
9.	Declaration of results	12 th February, 2025 at 5:00 PM.

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- 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 **4th February, 2025 till 12:30 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 **4th February, 2025 till 12:30 pm.**

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 **3rd February, 2025.** **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.**

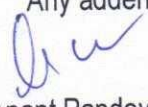
Term of the Student Members to the ICC

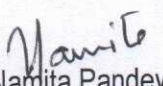
The term of the Students Representative to the ICC shall be for a period of one year or till the result of the subsequent election is declared in the category or till he/she is a bonafide student of that course for which he/she was admitted, whichever is earlier, provided that

- a) 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
- b) The Student Representatives to the ICC shall, in no case, have a term beyond one year.

Note:-

1. Nomination Paper may be dropped in the sealed box, kept in the Principal's office for the purpose.
2. 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 **4th February, 2025 till 12:30 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.
3. All candidates are advised to visit the College Website (www.svc.ac.in) / Delhi University website (www.du.ac.in) regularly.
4. 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).
5. Any addendum/corrigendum shall be posted on the college website only.


Prof Anant Pandey
Returning Officer


Dr Namita Pandey
Presiding Officer, ICC


Prof Vajala Ravi
Principal & Election Officer
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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.