



SATYAWATI COLLEGE (EVE.)
(UNIVERSITY OF DELHI)
ASHOK VIHAR, PHASE-III, DELHI-110052

Date: 29.08.2018

FORMATION OF COMMERCE SOCIETY: OFFICE BEARER 2018-19
SELECTION SCHEDULE 2018-19

1.	Last date for receipt of duly filled in application form, together with supporting document mentioned below: <ul style="list-style-type: none">• Identity card,• a photocopy of fee receipt paid for current academic session and• a copy of mark statement of previous examination together with application form.	Friday, August 31st, 2018, up to 6.00 p.m. <i>Note: it has to be submitted in room No: 16, Administrative office with, Ms. Pooja Saati.</i>
2.	Screening of Application form	Tuesday, 4 th September 2018, up to 4:00p.m.
3.	Publication of list of valid candidates based on screening.	Tuesday, 4 th September 2018, up to 6:00p.m.
4.	Date of Presentation before selection committee of Screened Candidates.	Wednesday, 5 th September 2018, from 3:30 pm onwards.
5.	Interview Venue	Seminar – Room

Procedure to submit application form:

- i) Candidates who are interested to contest for the above post may get the nomination forms from **MS. POOJA SAATI , administrative office (Room No:16).**
- ii) Application form is to be submitted with **Ms. Pooja Saati** in a sealed envelope together with documents mentioned above.
- iii) Students are required to mention "Application for Post of _____" above envelop, together with their name and contact number.
- iv) No application form will be entertained after expiry of above mentioned time limit.


Dr. PRABHAT MITTAL
CO - CONVENER
COMMERCE SOCIETY

DR.SUNITA PRIYADARSHINI
CONVENER
COMMERCE SOCIETY

SATYAWATI COLLEGE (EVENING)**APPLICATION FOR THE SELECTION OF DEPARTMENTAL/SOCIETY'S POST****COMMERCE SOCIETY SELECTION 2018-19**

Name of the Student :
 Post Applied For :
 Course Enrolled For :
 Section..... Roll No..... Year..... Semester.....
 CGPA (For III & V Sem.)..... Class XII Marks (in percent) (For I Sem.)
 Mobile No.....E mail id.....
 Residential Address.....
 Have you held any post of the Society in the past. : Yes/No
 If Yes, please mention.....
 Date..... Signature of the Student

Note:

1. A candidate can apply for a post of the Departmental Society/ Staff Council Society as per the eligibility defined under the rules passed by the Staff Council dated 25th April, 2017.
2. The Posts are: a) Student Coordinator (Only from Third Year Students); b) Deputy Coordinator (Only from Second Year Students); c) Treasurer (Only from First year Students); and d) Five Executive Members (open to students of any year)
3. The selection process is based on TWO criteria: 1. Merit and 2. Interview/presentation. The details are shown on the next page.
4. Since the selection to a post is based on merit-cum-interview the result once declared cannot be challenged under any circumstances.
5. A Student shall not be allowed to apply for more than two committees/societies (one academic & one Staff Council Committee/Society). However, a Student shall be allowed to hold post of one committee/society only.
6. If candidate has occupied offices (except the post of executive) of President, Vice President, Joint Secretary, and Treasurer of a particular society or committee in any last academic session/s, he/she shall not be reselected for any of the post of Coordinator, Deputy Coordinator and Treasurer in the current academic session.

I hereby declare that I have gone through the rules and process of the selection of Society's Office-bearers and the conditions of operation specified therein. I also undertake to abide by these specified conditions and other requirements/conditions as and when decided by the Department Body/College Staff Council in the most diligent manner.

Date..... Signature of the Student

- Enclosures:** 1. Copy of the mark sheet of the last exam passed.
 2. Copy of the college ID card

Note: Filled in form alongwith enclosures are to be submitted in a sealed envelope at window no. 3 of

Eligibility and Selection Criteria:

Students shall be selected for the following posts as per below:

- i. Student Coordinator (Only Third Year Students)
- ii. Deputy Coordinator (Only Second Year Students)
- iii. Treasurer (Only First Year students)
- iv. Five Executives (Open from any year)

The Criteria for Selection is shown hereunder:

Sr. No.	Criteria	Weightage/Marks																		
I.	MERIT	20																		
	<table border="1"> <thead> <tr> <th>CGPA (For III&V Sem, Students Only)</th> <th>12th Marks(in Percent) (Best Four) (For I Sem. Students Only)</th> <th></th> </tr> </thead> <tbody> <tr> <td>6 – 6.4</td> <td>55 - 64</td> <td>04</td> </tr> <tr> <td>6.5 – 6.9</td> <td>65 - 74</td> <td>08</td> </tr> <tr> <td>7 – 7.4</td> <td>75 - 79</td> <td>12</td> </tr> <tr> <td>7.5 – 7.9</td> <td>79 - 84</td> <td>16</td> </tr> <tr> <td>8 – Above</td> <td>85 - Above</td> <td>20</td> </tr> </tbody> </table>	CGPA (For III&V Sem, Students Only)	12 th Marks(in Percent) (Best Four) (For I Sem. Students Only)		6 – 6.4	55 - 64	04	6.5 – 6.9	65 - 74	08	7 – 7.4	75 - 79	12	7.5 – 7.9	79 - 84	16	8 – Above	85 - Above	20	
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7.5 – 7.9	79 - 84	16																		
8 – Above	85 - Above	20																		
II.	INTERVIEW/PRESENTATION	30																		
Maximum Marks (I+II) : 50																				

- Note: (For I Sem. Students Only)**
1. Relaxation of 1 percent For Girl Students
 2. Relaxation of 4 percent For OBC Students
 3. Relaxation of 6 percent For SC/ST Students
 4. Relaxation of 8 percent For PwD Students

After receiving the duly filled application forms the dept. will short list the candidate and define the score on merit head on the basis of the percentage of marks obtained in the last exam passed by the applicants (already defined as above). Thereafter the notified candidates shall be called for interview. The final merit list shall be based on the composite total scores which will determine the selection of the candidate to a particular post. The No 1 in the merit list shall be declared SELECTED to a particular post he/she has applied for. The decision of the Selection Committee of the Dept./Committee/Society shall be final and binding to all.