



## SATYAWATI COLLEGE (EVE.)

(University of Delhi)

ASHOK VIHAR, DELHI-110052

Date: 02.09.2019

### FORMATION OF COMMERCE SOCIETY OFFICE BEARERS 2019 - 20 IMPORTANT NOTIFICATION

The students of Commerce Department are hereby informed that the Interview for the various posts of the **COMMERCE SOCIETY** of the college are scheduled to be held on **16<sup>TH</sup> September, 2019**. The candidates who are desirous of applying for various posts must note the details of the eligibility conditions and other requirements which are mentioned here under:

- There shall not be any election for academic societies/committees. There shall be only one election in the College, i.e., Student's Union.
- Students Functionaries shall be selected by the committee consisting of not less than five faculty members of the concerned Department/society on merit-cum-interaction based selection process. In case the concerned department/society has less than five faculties, faculty members from other department/society may be inducted in the selection committee
- Only eligible students shall be selected for the following posts.

S.NO	POSTS	CRITERIA
1.	Student Coordinator	Only III year students are allowed.
2.	Deputy Coordinator	Only II year students are allowed.
3.	Treasurer	Only I year students are allowed.
4.	Executive - Five	Open for I, II & III year

**Proviso I:** In any case the number of post(s) shall not exceed one for i, ii, iii and, five for iv.

**Proviso II:** During Annual Prize Distribution only i, ii, iii, and iv shall receive certificates and mementoes.

d) Eligibility criteria :

Sr. No	Criteria	Weightage marks	
1	Merit	20	
	CGPA (For sem - III & V only)	12 <sup>th</sup> Marks( in Percentage ) Best Four (For Sem - 1 only)	
	6 - 6.4	55 - 64	4
	6.5 - 6.9	65 - 74	8
	7 - 7.4	75 - 79	12
	7.5 - 7.9	80 - 85	16
	8 - Above	85 & above	20
2	Interview and presentation	30	
	Maximum marks (1 + 2)	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
- c) There shall be common application form for all posts.
- f) A student shall be eligible to apply for only one post of the committee/society.
- g) A Student shall be allowed to apply for not more than two committees/societies (one academic & one Staff Council Committee/Society). However, a student shall be allowed to hold the post of one committee/society only
- h) If a student has already held in the past any one of the post – student coordinator, deputy coordinator or treasurer – he /she shall not be eligible to apply for any of the post of the same society. However, in case of post of executive held in the past, he /she shall be allowed to apply, as par with eligibility, for the post of student coordinator or deputy coordinator or treasurer.
- i) Concealment of any fact shall lead to immediate suspension from the college.

Candidates who are interested to appear before selection committee for the above post/posts may file their Form in prescribed format together with required documents latest by **Friday, 6<sup>th</sup> AUGUST, 2019 till 6.00 p.m.** The Prescribed format for application for various posts are available with **MS. POOJA SAATI**, Dealing assistant in Room no: 16, Administrative office.

**The Selection committee will comprise of all the faculty members of commerce department.**

  
(Mr. N.K.VAID)

**Teacher-In-Charge, Commerce Department**



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

Date: 02.09.2019

**FORMATION OF COMMERCE SOCIETY: OFFICE BEARER 2019-20**  
**SELECTION SCHEDULE 2019-20**

1.	Last date for receipt of duly filled in application form, together with supporting document. List of supporting documents - Identity card, - A photocopy of fee receipt paid for current academic session. - A copy of mark statement of previous examination together with application form.	Friday, September 6 <sup>th</sup> , 2019, 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	Monday, 9 <sup>th</sup> September 2019, up to 4:00p.m.
3.	Publication of list of valid candidates based on screening.	Monday, 9 <sup>th</sup> September 2019, up to 5:00p.m.
4.	Date of Presentation before selection committee of Screened Candidates.	Monday, 16 <sup>th</sup> September 2019, from 3:30 pm onwards.
5.	Interview Venue	Seminar – Room

**Procedure to submit application form:**

- Candidates who are interested to contest for the above post may get the nomination forms from **MS. POOJA SAATI, administrative office (Room No:16).**
- No application form will be entertained after expiry of above mentioned time limit.

  
**(Mr. N.K.VAID)**

**Teacher-In-Charge, Commerce Department**

# SATYAWATI COLLEGE (EVENING)

## APPLICATION FOR THE SELECTION OF COMMERCE SOCIETY OFFICE BEARER'S

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 25<sup>th</sup> 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's:
  - a) Merit and
  - b) 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. Mark sheet of the last exam passed.

### 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)

Sr. No.	Criteria	Weightage/Marks															
I.	Merit	20															
	<p align="center"><b>CGPA12<sup>th</sup> Marks(in Percent)</b> (Best Four) (For III&amp;V Sem, Students Only) (For I Sem. Students Only)</p> <table border="1"> <tr> <td><i>6 – 6.4</i></td> <td><i>55 – 64</i></td> <td><i>04</i></td> </tr> <tr> <td><i>6.5 – 6.9</i></td> <td><i>65 – 74</i></td> <td><i>08</i></td> </tr> <tr> <td><i>7 – 7.4</i></td> <td><i>75 – 79</i></td> <td><i>12</i></td> </tr> <tr> <td><i>7.5 – 7.9</i></td> <td><i>79 – 84</i></td> <td><i>16</i></td> </tr> <tr> <td><i>8 – Above</i></td> <td><i>85 – Above</i></td> <td><i>20</i></td> </tr> </table>	<i>6 – 6.4</i>	<i>55 – 64</i>	<i>04</i>	<i>6.5 – 6.9</i>	<i>65 – 74</i>	<i>08</i>	<i>7 – 7.4</i>	<i>75 – 79</i>	<i>12</i>	<i>7.5 – 7.9</i>	<i>79 – 84</i>	<i>16</i>	<i>8 – Above</i>	<i>85 – Above</i>	<i>20</i>	
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<i>8 – Above</i>	<i>85 – Above</i>	<i>20</i>															
II.	Interview/Presentation	30															
<b>Maximum Marks (I+II) : 50</b>																	

- 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.

*For Office (Selection Committee) Use Only*

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**Weightage/Marks Obtained (MM: 50)**

<b>Merit (MM. 20)</b>	<b>Interview (MM. 30)</b>	<b>Total (MM. 50)</b>

Name & Signature of Members of Selection Committee:

Dated:

- 1.
- 2.
- 3.
- 4.
- 5.