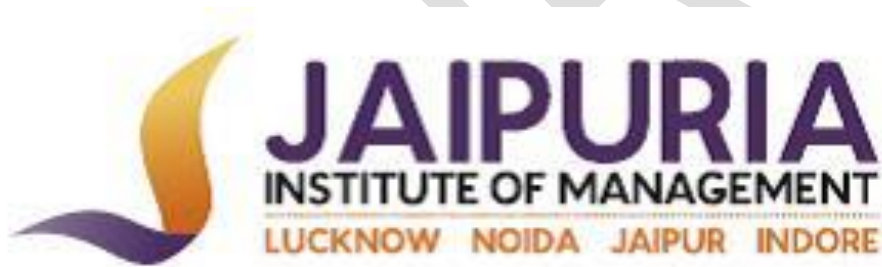


JAIPURIA INSTITUTE OF MANAGEMENT LUCKNOW



Student Development Council Policy



VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



Policy for Student Development Council (SDC) Formation

The Council consists of student representatives elected by students and selected by panel of experts after thorough evaluation and interview process. An ideal representative should be willing to move the extra mile and contribute to the success of institute. They should be true representatives of student community and should put forth the issues for the best interest of institute and student community in general.

Students are the main driving force for success and growth of any institute. SDC plays a very important role in achieving this goal and making institute more vibrant, happening and takes it to new heights of success. Representatives of student body are pillars of SDC. They are the link/bond and interface between the management, staff, and students. They bridge the gaps for better understanding and coordination. The **Committee Coordinators** will be chosen from the **Final Year Students**. Following would be categories in which student representatives will head the SDC and fulfill their responsibilities towards the Council, Management & Students.

- 1. Student President:** He/she will be the leader of the student body (SDC) and will be handling the overall responsibility of the students and SDC. The first face when it comes to representing the Institute. He/she will be responsible to develop and maintain positive relationships with the student body through availability, accountability, credibility and confidentiality. He/she must supervise all the events related to students and ensure proper SOPs are followed. The President is responsible for managing the Student Development Council and ensure a culture of collaboration and accountability among the SDC members. He/she will represent the council at meetings with management and keep proper documentation of all SDC meetings. He/she is also responsible to create a sync between faculty, staff and students. The Student President will report to Director/Dean (Student Affairs).
- 2. Student Vice-President:** The next in line after Student President. He/she will also be a leader of the student body (SDC) and would be handling the overall responsibility of the students and the student council with Student President. The Vice-President will be responsible to develop and maintain positive relationships with the student body through availability, accountability, credibility and confidentiality He/she will also support the Student President with different functions and decisions. He/she will officiate in absence of Student President. The Student Vice-President will report to Director/Dean (Student Affairs).
- 3. Academic Programs Committee:** The committee will work with Dean of Academics, Program Chairs and PMC to execute various academic policies and guidelines. They will be responsible for curating and managing student driven clubs for academic excellence and overall personality development such as communication

club or domain specific clubs. The committee will coordinate and supervise the Class Representatives of the junior batch in terms of class management and resolution of queries and grievances of academic orientation. The Academic Programs Committee will be responsible for offering assistance in all programs and all courses running in campus. They will also take care of guest lecture series and related visitors.

The committee will also assist in spreading research culture in the institute through regular interaction with the students and act as single point of contact between Dean Research and Committee members. They will be responsible for holding trimester wise Academic Program Reviews and suggesting probable conclusions.

Major Events of the Committee:

- Literati
- Intern Arena
- Inquest

- 4. Placements and Corporate Relations Committee:** They will be responsible for building connections to do outreach to convert the prospective companies for campus placements and summer internships. Also, inviting industry mentors for webinars, trainings and asking them to provide opportunity for LIVE projects. They will also be looking for managing existing contacts, building new ones, and strengthening the linkage of institute with business world by liaising with corporate at different level like Sr. Executive's, Assistant Managers, Managers, VPs and the CEOs on campus for different guest sessions, seminars, conferences and indirectly helping the Placement Team with recruiters for summer internships and final placements. This committee will also help in making the corporate brochure and flyers and thus supports marketing and branding endeavors. They will help in conducting training program for the junior as well as senior batch like domain specific quiz, conducting aptitude tests, group discussions, etc. The committee will also be responsible for maintaining the backend data which contains interview question banks, GD topics, company lists, job description, AL sheet, to name few.

Major Events of the Committee:

- Mentor Meet
- IIC
- Clash of Corporates

- 5. Conferences and Events Cell:** This Cell's main responsibility will be exploring & cultivating the new & innovative ideas to have corporate events / seminars / conferences on and off campus. It will include hospitality, sending invites, front and backstage arrangement, budgeting for the event with the concept note, arranging for pre and post media publicity in coordination with Media Cell. They will organize and conduct various academic/co-curricular/extra-curricular activities in consultation and coordination with other committees/cells. The cell will be responsible for managing

various Conclaves, Seminars, and Conferences etc. They will also play an active role in organizing events like Ganesh Pooja, Sarasvati Pooja, Lohiri etc.

Major Events of the Cell:

- MUN
- Ted Talk
- Festivities like Sarasvati Pooja etc.

6. **Social Responsibility Committee:** This committee shall be responsible to show institutes concern for society and nation as well. They will organize events for creating an inclusive society (working with orphanages, old age homes, slums etc) in collaboration with NGO's and the government. They will build the brand image of the institute through social initiatives and facilitate proper coverage of events in coordination with Media Cell.

Major Events of the Committee:

- Educational Drive
- Donation Drives

7. **Media Cell:** This cell will be responsible for the media actions, public relations and IT issues on campus and off campus. They will also be responsible for handling pre and post coverage of media for the events happening on or off campus. They will create value for stakeholders by enhancing the brand image of Jaipuria. The cell will increase the social media presence of the college through handling college links and blogs on different social websites like Facebook, Instagram etc. They will also be responsible for establishing Media Relations with major media houses.

Major Events of the Cell:

- Ignite
- Shutter

8. **Alumni Relations Committee:** The committee will wholly be responsible for maintaining relationship with the alumni of the institute. They will look after all the Alumni Chapters and take care of the flow of information amongst them. The committee will also update the alumni database on a regular basis. They will conduct activities regarding Alumni Networking and Engagement by virtue of Alumni Talk Series sessions, Guest Sessions, Conferences, Orientation Session, Convocation and other alumni related activities. The committee will also be responsible for preparing Alumni Newsletter before Samyantar.

Major Events of the Committee:

- Samyantar
- Annual General Meet

- Batch Reunions

9. **International Relations Cell:** The main responsibility of this cell is to focus on building global relations. This cell will work to establish different Memorandum of Understanding (MOU's) that would benefit them for the student exchange program collaborating with their respective institutes. The cell is also responsible to connect and coordinate with different international colleges and universities for different academic and non-academic activities. They will also organize different events that promote global mindset, innovative thought process and international prospective.

Major Events of the Cell:

- Student Exchange Program

10. **Cultural Cell:** This cell is responsible for conducting various cultural events on campus. They will provide students the platform to showcase their energy for extra-curricular activities. The cell will also be responsible for tracking different cultural events in various academic institutes and motivate students to participate in them.

Major Events of the Cell:

- Cultural Eve
- Brand Walk
- Rangmanch

11. **Sports & Wellness Cell:** This cell is responsible for conducting various sports and wellness events on campus as well as in management fests etc. They would be responsible for making the budget, concept note, objective of the event and coordinate with Conferences and Events Cell for back & front stage arrangements with proper hospitality services to the guests and judges of the events. They must have knowledge of various sports. The cell shall aim to the best team of different sports which represent Jaipuria in other institutions. The idea of the cell is to encourage students to take part in sports activities and promote wellness.

Major Events of the Cell:

- Sports Tournaments within college

12. **Student Welfare and Disciplinary Committee:** This committee will be responsible to promote good behavior and compliance to the code of conduct of the institute. The committee will ensure proper grooming and uniform/formal wear, students carrying ID cards. It will also deal with the disciplinary issues in the hostel and other parts of the institute in the working as well as non-working hours. The Student Affairs and Disciplinary Committee will also be a part of any Enquiry Committee probing any act of indiscipline. They shall also take up various Student Affairs activities on a regular basis.

13. Incubation Cell: The Incubation Cell shall look after all the promotions and networking of the incubation centre of the institute through social media outreach. This Committee will be responsible for promoting the culture of entrepreneurship in the institute and build relationship with external government agencies, Incubation Centres or E-Cell of different institutes and corporate houses. The cell shall also organize internal and external events to instil the spirit of entrepreneurship amongst the students and provide a platform to convert their ideas into businesses.

Major Events of the Cell:

- E- Week
- Entrepreneurship and Family Business workshops.

14. General Administration Committee: This cell strives to provide general administration support to various faculty coordinators for streamlining various events. They shall keep a proper document trail for general administration support provided for various events. In collaboration with the management, they shall highlight and get resolved, the grievances related to the operational facets of the institute.

15. Competitions and Skills Cell: The aim of this cell is to develop soft and hard skills in the students and provide a platform to test them. The idea is to organize competitions in different domains of finance, marketing, HR, operations, and business analytics, and collaborate with CMC to take up competitions from other B-Schools. The cell will work on planning and organizing events/activities which will help students in developing hard skills such as hard communication skills (presentation, digital communication, foreign languages), data presentation, writing (email writing, content management, report writing, etc.). The cell will hold competitions quarterly which will be framed around the above set objectives.

Oath by Members

“We the members of SDC in the name of God solemnly pledge that we will work with full dedication and commitment for the welfare of students and enhancing academic environment in the institute. We are determined and we will take institute to new heights of success. We will always put forth the interest of student community and institute before our own personal interests”.

The Role of Committee/Cell Coordinators and Committee/Cell Members

- Every Committee/Cell will be headed by a Committee/Cell Coordinator who will be responsible to plan and execute the various functions of committee with his/her entire team.
- Every committee will have members maximum 10-12 in number excluding Coordinator (except Academic Committee which will have 2 junior members from each section making it 13 in total). Placement Committee can also have more than 10-12 members. The entire team has to work as a single cohesive unit to achieve the various objective of respective committee. The faculty coordinators/chairpersons of committee/cell can add or remove members as and when required.
- Any leave beyond the Stipulated Academic Leaves as prescribed in the Student Manual has to be a-priori approved by Dean (Student Affairs)/ Director through President/Vice-President.

Process:

The SDC will be formed through a rigorous process of election and selection. The student coordinators and members of the entire council team will be on probation. Also, each council committee/cell will be mentored by a faculty and staff for continuous support and guidelines. After the selection of the Student Council, Senior Members will be selected from the senior batch followed by the selection of Junior Members from the junior batch.

Eligibility Norms for Applying to Council Posts (Coordinator as well as Member)

- In order to be eligible for the post of President/Vice-President/Coordinator, the student should have scored a minimum of 6.5 CGPA till the date of filing of nominations.
- The student should not have been involved in any act of misconduct/indiscipline and no punitive action taken in past in the institute.
- No permanent 'F' or FA Grade allotted in any of the course due to academic performance.
- The Council works on generic principle of "One Student- One Position" for Coordinators which means one student can file nomination for only one position.
- For Committee members the student can give 2 preferences based on his interest and choice.

Probation Period for Selected Representatives

- Each selected representative will be on probation for 1 Trimester (10 weeks) from the date of announcement of Complete SDC. The performance of every member will be reviewed in 9th week by the faculty coordinator and report to be submitted to Dean (Student Affairs). Only those representatives will be confirmed whose performance is up-to mark. For all candidates whose performance is short of what is desired/ or what they planned without any justifiable reason, the probation may be extended, or he/she may be terminated from council. The selection process of the new coordinator will be decided by Dean (Student Affairs).
- Format for Appraisal of Chairs attached as Annexure 5.
- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 70= A

Score between 55 and 69.99= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 55.

Termination of Office Bearers of SDC

- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 70= A

Score between 55 and 69.99= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 55.

- Any act of misconduct/indiscipline/negligence of duty by the SDC office bearer will lead to immediate suspension till the enquiry is complete. The Enquiry will be completed in 7 days from suspension. In case his/her guilt is proved, he/she will be terminated immediately. At least 5 Office Bearers/members may also be a part of enquiry committee as and when required depending on the nature of enquiry. The decision of the Dean Student Affairs will be final and binding.
- The members of the Council might pass a no-confidence motion against the selected representative if he/she fails to guide/ provide necessary support or are indulge in unethical and malicious practices or are misusing their positions for pushing their personal and vested interest. In such a case the members have to put a written No-confidence motion against the representative duly signed by more than 2/3 of elected

members of SDC and submit the same to Dean (Student Affairs). A committee comprising Director, Dean and faculty coordinator of concerned committee will decide on the motion.

- In case of suspension of an SDC officer, another officer will officiate in his place (only if chairperson feels that someone is needed) and in case of termination fresh election will be sought to fill the vacant position within 15 days from the completion of Enquiry.

NOTE: The Dean (Student Affairs) has the Veto Powers regarding all the decisions of SDC.

Process & Steps for Election of Student Council

Sl.no.	Process & Steps	Date	Time*	Remark / Action
1.	SDC Selection Briefing	17 th May 2021	06:30 pm	Via Zoom
2.	Intimation to Students	17 th May 2021	08:30 pm	Through Mail
3.	Submission of Introductory Write-up and Video presentation to Student Development Council (SDC)	22 nd May 2021	04:00 pm	Google Drive (After submission kindly mail to sec.lucknow@jaipuria.ac.in for confirmation)
6.	Presentation + Virtual Voting	24 th May 2021	11:00 am - 5:30pm	Via Zoom
7.	Presentation + Virtual Voting	25 th May 2021	11:00 am- 5:30pm	Via Zoom
9.	Result Declaration	27 th May 2021	6:30 pm	Through Mail

1. A mail to be sent to students by circulating the guidelines. A briefing Batch wise to be done to apprise them of the role and responsibility and relevance of various committees and SDC.
2. Details on the different posts available and responsibilities handled by each one of them through their respective application form.

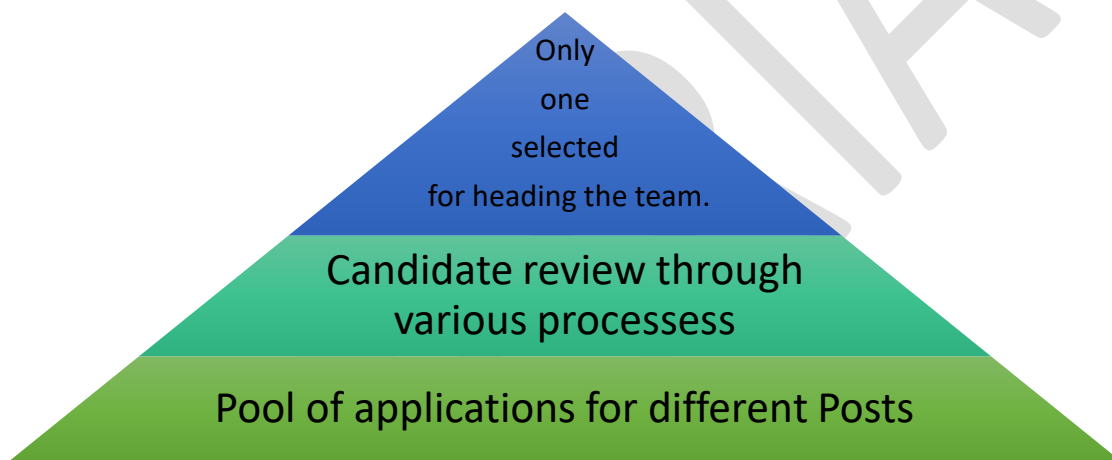
3. Inviting application for different posts of the Council Team.
4. Students will have to fill in an application form as given in Annexure 2 within the stipulated time as mentioned on the form.
5. The students from each category will be selected for a round of Screening, Psychometric & Presentation (Presentation: Candidate has to prepare a three-minute speech mentioning his contribution and future plans for the committee). The panel for selection of Coordinators will have Director, all Deans, and other experts. The panel for selection of various committee members will include Faculty Coordinators of the committee and one more faculty member.
6. After all the three processes the voting elections for the council members will be held on specified date and time. The election online form/ballot paper is as attached in Annexure 3. The elections may also be conducted through online/E-mode.
7. The final results will be declared to all the students formally by the Director of the institute and each committee will be assigned a faculty and a staff for continuous supervision and working of the committee.
8. For President and Vice President the voting would be done internally by the elected council members. The proposed candidate for president and vice president position can vote to self and other elected council members will also vote. The contestant who secured the maximum vote for the position of president and vice president will be finally elected. In case of securing equal votes the screening criteria shall be considered for finalization.

Important Note:

- One student can cast only one vote for each post.
- During the process of election process, Vice-Chairman, may also sit for the interview if so desired by them.
- The Institute reserves the right to change any office bearer.
- Council review meetings will be conducted every month by President and Vice President to make minutes for the same. The committee/cell coordinators will brief the President/Vice President about the work done for the month and will submit a softcopy for the same.
- Every committee/cell member will be responsible for maintaining the consolidated file for all the events and tasks performed.
- The interview parameters for council interview and council members are as mentioned in Annexure 4.
- The institute reserves the right to change/modify the Student Development Council guidelines as deemed appropriate without assigning any reason thereof.
- In case of any change/discrepancy the decision of the management will be final and binding on SDC.

- Student will vote with using one time user id & password on link to vote his/her member.
- Link shall be provided on Lab at time on voting date.
- Student cannot use same credentials for another vote.

Annexure 1



* Terms and conditions apply

Annexure 2 (A)

SDC-21 Nomination Form (Lucknow Campus)

(ALL ENTRIES TO BE FILLED IN CAPITAL LETTERS)

Passport size photograph

1	Name of Student	
2	Enrollment No	
2	Course	
3	CGPA	
4	Applied for Committee/Cell Coordinator (Only one)/President/Vice President.	
5	Committee member (any 2 of your interest)	1 st Preference:
		2 nd Preference:

FOR OFFICE USE ONLY

Verification from Controller of Examinations

The CGPA mentioned by the student is true as per our records and the student has not accrued any permanent F or FA grade up till 3rd Trimester.

Signature
Controller of Examinations

Verification from Office of Dean and Program Chairperson

This is to certify that no disciplinary action/ misconduct has been reported against the student and no enquiry against him is pending.

Signature

**Dean
Chairperson**

Signature

Program

JALPURIA

Annexure 2 (B)

Name: Enrolment Number:
.....

Post applied for:

Passport size
photograph

Profile:	
-----------------	--

PAST ADMINISTRATIVE POSTS	<ol style="list-style-type: none">1. P12. P2 <p style="text-align: center;">You can also mention your Work Experience (Full-Time), if any.</p>
ACTIVITIES PLANNED	<ol style="list-style-type: none">1. ACTIVITY 12. ACTIVITY 2
INITIATIVES THAT I PLAN TO TAKE IN FUTURE FOR THE RESPECTIVE POST	<ol style="list-style-type: none">1. PLAN 12. PLAN 2
EDUCATION	<ol style="list-style-type: none">1. CGPA (TILL NOW)2. CGPA/GRADE/% IN GRADUATION3. ANY TECHNICAL SKILL4. ANY OTHER RELEVANT INFORMATION FOR THE POST APPLIED

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Phone No..... E-Mail Id:

Annexure 3

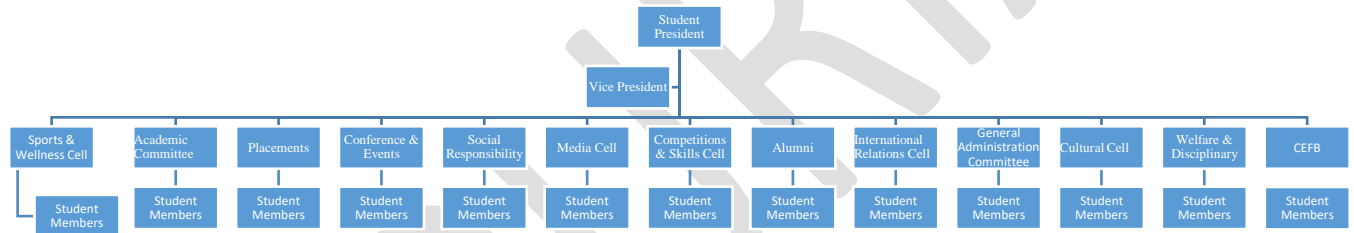
SDC Feedback						
SDC functioning – rate the SDC on the following parameters on a 5 point scale (5 is the highest rating)						
		1	2	3	4	5
1	Transparency of SDC functioning					
2	Cooperation offered by SDC					
3	Communication from SDC					
4	Approachability of SDC					
5	Support provided by SDC for various activities					
6	Unbiased functioning of SDC					
7	Overall professionalism showed by SDC					
SDC Events – rate the SDC on the following parameters on a 5 point scale (5 is the highest rating)						
1	Variety of events conducted					
2	Innovativeness of the events					
3	Planning and Execution of events					
4	Overall satisfaction with events					
Comments, if any:						

Rate the SDC-21 on the following parameters: Engagement, Fairness, Respect for others, and Communication on a 5 point scale (5 is the highest rating) (Member's wise):

Designation	Parameters	1	2	3	4	5
President	Engagement					
	Fairness					
	Respect for others					
	Communication					
Vice-President	Engagement					
	Fairness					
	Respect for others					
	Communication					
Academic Programs Committee	Engagement					
	Fairness					
	Respect for others					
	Communication					
Alumni Relations Committee	Engagement					
	Fairness					
	Respect for others					
	Communication					
General Administration Committee	Engagement					
	Fairness					

Annexure 4

STUDENT EXCELLENCE COUNCIL FORMATION HIEARCHY



Annexure 5

Appraisal Form, President, SDC – 2021

Name of SDC-President :

Name of Committee :

Batch :

Total Score:

S. No.	Statement	Self-Rating (Weightage 25%) (Rating Out of 5)	Rating by Dean (Weightage 40%) (Rating Out of 5)	Rating by Director (Weightage 35%) (Rating Out of 5)
1	I was able to plan activities for my committee.			
2	I was able to execute things as planned.			
3	I was able to take my team together.			
4	I was able to take all prior approvals required for activities.			
5	I was able to complete all documentations on time.			
6	I was able to plan new initiatives for my committee.			
7	I am committed for the cause of Student Development Council.			
8	I was able to handle conflict in my team successfully.			
9	I was able to delegate work to all my committee members.			
10	I very well managed by personal and professional integrity.			
	<u>Total>>>>>>>></u>			

Comment/ Contribution if any by SEC President:

Signature:-

- The rating on the above parameters has to be done on a scale of 1-5 (where 1 stands for Poor, 2 stands for Fair, 3 stands for Average, 4 stands for Good and 5 stands for Excellent) The student rating will carry a weight of 25%, the Dean –Student Affairs rating would carry a weight of 40% and 35% weight would be for the rating given by Director.

- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 80%= A

Score between 60% and 79.99%= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 60.

Comment of Dean- Student Affairs:

Signature:-

Comment of Director:

Signature:-

Annexure 6

Appraisal Form, Vice-President SDC – 2021

Name of SDC Vice-President :
Name of Committee :
Batch : Total Score:

S. No.	Statement	Self-Rating (Weightage 25%) (Rating Out of 5)	Rating by Dean (Weightage 40%) (Rating Out of 5)	Rating by Director (Weightage 35%) (Rating Out of 5)
1	I was able to plan activities for my committee.			
2	I was able to execute things as planned.			
3	I was able to take my team together.			
4	I was able to take all prior approvals required for activities.			
5	I was able to complete all documentations on time.			
6	I was able to plan new initiatives for my committee.			
7	I am committed for the cause of Student Development Council.			
8	I was able to handle conflict in my team successfully.			
9	I was able to delegate work to all my committee members.			
10	I very well managed by personal and professional integrity.			
	<u>Total>>>>>>></u>			

Comment/ Contribution if any by SEC President:

Signature:-

- The rating on the above parameters has to be done on a scale of 1-5 (where 1 stands for Poor, 2 stands for Fair, 3 stands for Average, 4 stands for Good and 5 stands for Excellent) The student rating will carry a weight of 25%, the Dean –Student Affairs rating would carry a weight of 40% and 35% weight would be for the rating given by Director.
- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 80%= A

Score between 60% and 79.99%= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 60.

Comment of Dean- Student Affairs:

Signature:-

Comment of Director:

Signature:-

Annexure 7

Student Coordinator Appraisal Form, SDC – 2021

Name of Committee Coordinator :
Name of Committee :
Batch :
Total Score :

S. No.	Statement	Self- Rating (Weightage 20%) (Rating Out of 5)	Faculty Mentor (Weightage 30 %) (Rating Out of 5)	Dean (Weightage 50 %) (Rating Out of 5)
1	I was able to plan activities for my committee.			
2	I was able to execute things as planned.			
3	I was able to take my team together.			
4	I was able to take all prior approvals required for activities.			
5	I was able to complete all documentations on time.			
6	I was able to plan new initiatives for my committee.			
7	I am committed for the cause of Student Development Council.			
8	I was able to handle conflict in my team successfully.			
9	I was able to delegate work to all my committee members.			
10	I very well managed by personal and professional integrity.			
	<u>Total>>>>>>></u>			

Comment/ Contribution if any by Coordinator:

Signature:-

- The rating on the above parameters has to be done on a scale of 1-5 (where 1 stands for Poor, 2 stands for Fair, 3 stands for Average, 4 stands for Good and 5 stands for Excellent) The student rating will carry a weight of 20%, the faculty Coordinator rating would carry a weight of 30% and 50% weight would be for the rating given by Dean Student Affairs.
- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 80%= A

Score between 60% and 79.99%= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 60.

➤ **Comment of Faculty Coordinator:**

Signature:-

➤ **Comment of Dean Student Affairs:**

Signature:-

Annexure 8

Student Sr. Member Appraisal Form, SDC – 2021

Name of Committee Sr. Member :
Name of Committee :
Batch :
Total Score :

S. No.	Statement	Self- Rating (Weightage 25%) (Rating Out of 5)	Rating by Student Coordinator (Weightage 25%) (Rating Out of 5)	Rating by Faculty Coordinator (Weightage 25%) (Rating Out of 5)	Rating by Dean (Weightage 25%) (Rating Out of 5)
1	I was able to plan activities for my committee.				
2	I was able to execute things as planned.				
3	I was able to take my team together.				
4	I was able to take all prior approvals required for activities.				
5	I was able to complete all documentations on time.				
6	I was able to plan new initiatives for my committee.				
7	I am committed for the cause of Student Development Council.				
8	I was able to handle conflict in my team successfully.				
9	I was able to delegate work to all my committee members.				
10	I very well managed by personal and professional integrity.				
	<u>Total>>>>>>></u>				

Comment/ Contribution if any by Sr. Member:

Signature:-

- The rating on the above parameters has to be done on a scale of 1-5 (where 1 stands for Poor, 2 stands for Fair, 3 stands for Average, 4 stands for Good and 5 stands for Excellent) The student rating will carry a weight of 25%, the Student Coordinator would carry a weight of 25%, 25% weight would be for the rating given by Faculty coordinator and 25% weight would be for the rating given by Dean SA.
- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 80%= A

Score between 60% and 79.99%= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 60.

➤ **Comment of Student Coordinator:**

Signature:-

➤ **Comment of Faculty Coordinator:**

Signature:-

➤ **Comment of Dean Student Affairs:**

Signature:-

Annexure 9

Student Jr. Member Appraisal Form, SDC – 2021

Name of Committee Jr. Member :
Name of Committee :
Batch :
Total Score :

S. No.	Statement	Self- Rating (Weightage 25%) (Rating Out of 5)	Rating by Student Coordinator (Weightage 25%) (Rating Out of 5)	Rating by Faculty Coordinator (Weightage 25%) (Rating Out of 5)	Rating by Dean (Weightage 25%) (Rating Out of 5)
1	I was able to plan activities for my committee.				
2	I was able to execute things as planned.				
3	I was able to take my team together.				
4	I was able to take all prior approvals required for activities.				
5	I was able to complete all documentations on time.				
6	I was able to plan new initiatives for my committee.				
7	I am committed for the cause of Student Development Council.				
8	I was able to handle conflict in my team successfully.				
9	I was able to delegate work to all my committee members.				
10	I very well managed by personal and professional integrity.				
	<u>Total>>>>>>></u>				

Comment/ Contribution if any by Jr. Member:

Signature:-

- The rating on the above parameters has to be done on a scale of 1-5 (where 1 stands for Poor, 2 stands for Fair, 3 stands for Average, 4 stands for Good and 5 stands for Excellent) The student rating will carry a weight of 25%, the Student Coordinator would carry a weight of 25%, 25% weight would be for the rating given by Faculty coordinator and 25% weight would be for the rating given by Dean SA.
- Based on the Scores obtained in the Appraisal their performance will be graded as follows:

Score of More than 80%= A

Score between 60% and 79.99%= B

The Office Bearer will be removed from his/her position in case he/she obtains a score less than 60.

➤ **Comment of Student Coordinator:**

Signature:-

➤ **Comment of Faculty Coordinator:**

Signature:-

➤ **Comment of Dean Student Affairs:**

Signature:-