



# Xavier Institute of Management and Informatics

An MBA and MCA Division of St. Xavier's College, Jaipur

A Christian Minority Jesuit Institution run by Jaipur Xavier Educational Association

Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, New Delhi

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Ref: XIMI/ACAD/2024/2004

Date: 10.10.2024

## NOTICE

### XIMI STUDENTS' COUNCIL 2024-25

This is to inform all the students that the students' nominations are invited for the following positions in the XIMI students' council 2024-25:

1. President
2. Vice President
3. General Secretary
4. Sports Secretary
5. Cultural Secretary
6. Social Outreach and Anandam Program Secretary

#### Class Representatives 2024-25 of MBA and MCA Programme are appointed as:

7. Academic & Technical Secretary-MCA: Class Representatives of MCA II Year  
Academic & Technical Joint Secretary-MCA: Class Representatives of MCA I Year
8. Academic & Technical Secretary-MBA: Class Representatives of MBA II Year  
Academic & Technical Joint Secretary-MBA: Class Representatives of MBA I Year

**Student's Council Form Link:** <https://forms.gle/YKKoYoUT1xEx9o5t5>

Interested students are required to submit the Core Council Nomination Form and their CVs with copies of all the supporting documents to the XIMI Office latest by 15.10.2024.

#### Important:

- The Class Representatives of MBA/MCA II Year can also apply for the posts mentioned from Sr. No. 1-6 and MBA/MCA I Year from Sr. No 3-6 as respective Posts' Joint Secretary.
- One student is required to apply for at least three posts.
- Please go through the general norms regarding the student council formation.

Director

Ref: XIMI/ACAD/2024/2005-2007

#### Copy forwarded to the following for information and necessary action:

1. Director, Office XIMI, Jaipur
2. All Staff, XIMI, Jaipur
3. Website Coordinator, XIMI, Jaipur

## **XIMI STUDENTS' COUNCIL GENERAL NORMS**

### **I. Various Students' Council Posts:**

1. President: 01 representative from second year
  2. Vice-President: 01 representative from second year
  3. General Secretary: 01 representative from first year
  4. Sports:
    - Secretary - Sports: 01 representative from second year
    - Joint Secretary - Sports: 01 representative from first year
  5. Cultural:
    - Secretary - Cultural: 01 representative from second year
    - Joint Secretary - Cultural: 01 representative from first year
  6. Social Outreach and Anandam Program Secretary:
    - Secretary - Social Outreach and Anandam Program Secretary: 01 representative from second year
    - Joint Secretary - Social Outreach and Anandam Program Secretary: 01 representative from first year
  7. Academics & Technical - MCA:
    - Secretary - Academics & Technical: 02 Class Representatives from MCA second year
    - Joint Secretary - Academics & Technical: 02 Class Representatives from MCA first year
  8. Academics & Technical - MBA:
    - Academics & Technical Secretary - MBA: 02/04 Class Representatives from MBA second year
    - Academics & Technical Joint Secretary - MBA: 02/04 Class Representatives from MBA first year
- II. Only one post will be given to one student (College Management may have their discretion on it), but the Academic & Technical Secretary are eligible to apply for other posts also.
- III. Nomination Process: Submit Nomination Form and Curriculum Vitae with all supporting documents as per the notice released by college administration.
- IV. Council Members Selection will be done on the basis of:
- Nomination Form and Curriculum Vitae
  - Interview

### **Roles and Responsibilities of the Members:**

1. President:
  - Responsible for overall coordination of all student activities in coordination with College Management and the other members of the Council.
2. Vice President:
  - To work in coordination with President
3. General Secretary:
  - To work in coordination with President and Vice President
4. Sports Secretary:
  - Responsible to plan and execute Sports activities
  - To Maintain Record of all activities
5. Cultural Secretary
  - Celebration of Recognized National Days, Birth Anniversary of Great Personalities, Fresher's Day or any other related activity
  - Photography
  - Any other related activity
  - To Maintain Record of all activities
6. Social Outreach and Anandam Program Secretary
  - Identification and implementation of Research based applications to social problems
  - Contribution towards social up-gradation based activities
  - Activities in collaboration with NGO's and NSS units
  - Blood donation camps
  - Plantation/ cleanliness activities etc.
  - Any other related activity
  - To Maintain Record of all activities
  - To coordinate and ensure the Maintenance of a Personal diary/register by every student to keep record of at least one act of individual service each day
  - To organize presentation session/group discussion session on the group services at least once a month
  - Any other related activity
  - To Maintain Record of all activities
7. Academics & Technical Secretary – MBA/MCA
  - Organization of workshops, seminars, training Programs
  - Research Paper presentation in conferences
  - Any other related activity
  - To Maintain Record of all activities
8. All Joint Secretaries are expected to work in coordination with their respective Secretaries.

## NOMINATION FORM CUM SELF DECLARATION FORM

**Name :** \_\_\_\_\_

**Class :** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone no:** \_\_\_\_\_

- **Give reason for your choice: (not more than 50 words)**

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- **Why do you want to be a part of the Student's Council? (not more than 50 words)**

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- **How can you contribute to the Council? (not more than 50 words)**

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- **What are your strengths and weaknesses? (not more than 50 words)**

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I hereby declare that

- I don't have any supplementary/ back paper/ failure in any of the subjects of any year.
- No disciplinary action has been taken/ pending against me.
- I have not been detained from the any of the activities due to shortage of attendance.

**Signature of the Student**