



Office of the Dean of Students' Welfare
Indian Institute of Engineering Science and Technology, Shibpur
B. Garden, Howrah 711 103, West Bengal, India

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No.: DSW/Int/143/25

Dated: 09/10/2025

NOTICE

This is for the information of all concerned that the election of the **Students' Senate** for the **Academic year 2025-26** will be held following the recommendations by the committee created via Order no. RDO/1252/25 dated 26/09/2025, as detailed below.

Election of the members of the **Executive Committees** of the (a) **Students' Academic Societies**, (b) **Students' Societies of Creative Expressions, and Clubs**

- ✓ **The election** will be held on **October 17, 2025**, from **10.00 am to 5.30 pm** in the respective academic units and clubs/societies. The **date of submission of nominations** by the students to the concerned faculty-in-charge (FIC) will be on **October 13-14, 2025**, from **12.50 to 5.30 pm** in a sealed envelope using the prescribed form. The withdrawal of the nomination can be done up to **October 15, 2025**, till **2.00 pm**. **Publication of the candidate list on the notice board of the respective unit and submission of the same to the Office of the Dean (SW) should be done on October 15, 2025, by 5.00 pm.**
- ✓ In the case of more than one valid candidate, the election will be carried out only in OFFLINE mode by the concerned academic units/clubs and societies. The Convener of the Election Committee will provide the format of the nomination, ballots, and others.
- ✓ The Head of the academic units needs to constitute a 3 or 5-member committee comprising the Head (or his/her representative), FIC, and preferably, the conveners of DUGC and/or DPGC as members. The information of the constituted committee should be communicated to the Office of the Dean (SW) by 1.50 pm on October 13, 2025. In the case of *Students' Societies of Creative Expressions and Clubs*, the current FIC will be responsible for conducting the election.
- ✓ **For the academic unit**, the list of registered students received from the JR (Academic) unit should be treated as the voter list.
- ✓ **For Students' Societies of Creative Expressions and Clubs**, the students who have joined the clubs/societies till the last academic year (up to AY 2024-25) will be the eligible voters. The concerned FIC should submit the list to the Office of the Dean (SW) by 1.50 pm on October 13, 2025.
- ✓ There will be **one constituency from each year of the undergraduate and postgraduate programs**. In the case of a **doctoral program**, there will be **one constituency of the academic units**.
- ✓ Every engineering department, Department of Architecture and Planning, every science department, Schools/Centre, and the Department of HSS shall have 7, 8, 3, 3, and 1 constituencies, respectively. Each constituency will elect one representative to the students' academic society.
- ✓ The **Executive Committees** of the **Students' Academic Society** of Engineering or Architecture & Planning Departments shall comprise of
 - Mentor/FIC [nominated by the Head] 1 post
 - Secretary 1 post
 - Assistant Secretary 1 post
 - Treasurer 1 post
 - Members 4/5 (A&P Dept) posts
- ✓ The Executive Committees of the Students' Academic Society of the Science Departments and Schools/Centres shall comprise of
 - Mentor/FIC [nominated by the Head] 1 post
 - Secretary 1 post
 - Assistant Secretary 1 post
 - Treasurer 1 post
- ✓ The Executive Committees of the Students' Academic Society of the HSS Department shall comprise of



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|------------------------------------|--------|
| Mentor/FIC [nominated by the Head] | 1 post |
| Secretary | 1 post |
- ✓ The Executive Committee of the Students' Societies of Creative Expressions and Clubs will comprise the following Office Bearers.
- | | |
|------------|----------|
| Mentor/FIC | - 1 post |
| Secretary | - 1 post |
| Treasurer | - 1 post |
- ✓ **A particular student can submit a nomination only for one constituency**, either from his/her own academic unit or from one club/society. *A student planning to undergo a long duration of training/project work outside IEST Shibpur and not being in a position to give a reasonable amount of time to the society may avoid the contest.*
- ✓ The student eligible for the posts mentioned above should have a minimum 75% class attendance throughout the program, and should not have any academic (backlog) arrears.

Subsequently, the *Secretary, Assistant Secretary, and Treasurer* shall be elected by the members of the executive committees of the respective societies. The election for these posts shall be held on **October 17, 2025, under the supervision of the FIC of the respective units**. It may be noted that the mentor/FIC does not have any voting rights.

The names of the elected members of the students' academic society should be sent to the Office of Dean (S/W) in the proper format by **October 17, 2025**.

The election of the *Students' Senate General Council* is expected to be held in the last week of October 2025. A separate notice for the same will be issued in due course.

We kindly ask for your cooperation in submitting the required documents by the specified dates. All details will be communicated through the respective email addresses of the FIC by the *Chairman of the Student Senate Election Committee, 2025*.

Sd/-
(Prof. Debdulal Das)
Dean, Students' Welfare, IEST Shibpur

Copy to:

- 1) All Deans, Associate Deans, IEST Shibpur
- 2) All Heads of Departments/Schools/Centres, IEST Shibpur
- 3) The Registrar, IEST Shibpur
- 4) Faculty-in-Charge of Clubs/Societies, IEST Shibpur
- 5) The Chief Warden – with a request to circulate among all Hostel Wardens
- 6) Prof. Sudip Kumar Roy, IEST Shibpur
- 7) Prof. Swarup K. Ghosh, IEST Shibpur
- 8) Dr. Md. M. Islam, IEST Shibpur
- 9) Dr. Ananya Barui, IEST Shibpur
- 10) Dr. Rajib Chakraborty, IEST Shibpur
- 11) P.S. to Director, IEST Shibpur – for information
- 12) GS. (Acting), Students' Senate, IEST Shibpur
- 13) Institute Website
- 14) Office Copy


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09/10/2025