



Delhi Public School  
NOMINATION FORM | STUDENT COUNCIL



Session: 2019-20

## Required Information

Name (BLOCK Letters)

Admission No.

Class/Sec.

Post Applied For

Annual Aggregate (Session 2018-19)

Total Attendance (Last Session)

ANY SUSPENSION OR INDICIPLINE RECORD (In the Last Session)

**Any Special Achievements**

I hereby declare that all the above information given by me is correct to the best of my knowledge. If there is any discrepancy found in the data provided or in the supportive documents submitted, strict action can be taken against me.

\_\_\_\_\_  
Signature of the Applicant

Date of Signature

  
MM  
DD  
YY

**Note:** Attach the photocopy of the report book of previous session and relevant certificates of achievements.

## ELIGIBILITY CRITERIA TO FILE NOMINATION FORMS

1. Student with a minimum 75% score in all subjects in previous academic session, i.e. 2018-19.
2. Student should not have a past record of any suspension, divesting of badge, during the previous & current session.
3. Student with less than 90% attendance in the previous session will not be considered for any post.
4. Students who report to school in improper & untidy uniform will not be considered.
5. Any student from classes VII to XII who fulfils the above criteria are eligible to file the nomination form.
6. A student can file nomination for only 1 post.
7. Class Monitors will not be eligible to contest for these posts of Students Council.

## GUIDELINES FOR OFFICE BEARERS

1. Office bearers shall be directly accountable for their actions and responsibilities for their tenure of the session.
2. The entire body of student council will be directly responsible to the students and teachers and will be carrying out their respective duties under the direct, strict and close supervision of concerned Teacher In-charges.
3. Any office bearer who does not carry out duty assigned to him/her or act in a manner not befitting a Dipsite shall be divested from duty after a letter is forwarded to the Head of the School by the teacher who observes such behaviour to the Head of School. The School Head shall conduct a thorough enquiry into the matter and record the versions of the concerned office bearer and witness/witnesses, if any, and together with his/her noting/s shall forward the letter to the Principal.

## ROLES & RESPONSIBILITIES

Council posts are bestowed as one of the highest honour and position to the selected few students chosen for these positions. This honour brings in its wake a lot of responsibilities too. Students selected for these posts become the role model for other students to follow and look-up to. As such, all students selected for these posts must follow the school's rules as laid down in the almanac and elsewhere. They must lead by example and be the ambassadors of DPS in the eyes of the public and community at large. In addition some specific roles are mentioned herein.

**HEAD BOY/HEAD GIRL/VICE HEAD BOY/VICE HEAD GIRL/SCHOOL PREFECTS**

**A. TO ENSURE SMOOTH FUNCTIONING OF DAY-TO-DAY EVENTS BY:**

- Organizing Special Assemblies as and when required.
- Compeering events, ensuring that public address system is functioning properly, proper decorum and discipline is maintained by students and that overall cleanliness is maintained.
- Being present at their designated spots in Assembly Plaza during all assemblies.
- Providing proper hospitality and observing correct protocol for guests as and when required.
- Being present during Open House and assist faculty in conducting it smoothly.

**B. TO CAREFULLY MONITOR THE ACTIVITIES OF THE STUDENTS BY:**

- Identifying and recommending names of students who show initiative during events and programmes to respective heads.
- Forwarding names of students they think should get certificates of encouragement.

**C. TO MAINTAIN DISCIPLINE IN SCHOOL BY:**

- Wearing proper school uniform and checking the uniform of other students in the morning.
- Encouraging students to observe school rules during break and during dispersal.
- Ensuring discipline during all events and functions held on campus and outside where students go to represent DPS.

**CULTURAL SECRETARY:**

**(A) TO ASSIST IN ALL ACTIVITIES AND PROGRAMMES CONDUCTED IN AND OUTSIDE SCHOOL.**

- Assist the class teachers and teacher In-Charge for Class Assembly.
- Preparing a list of students who are interested in cultural activities (like music -vocal and instrumental, painting, dance, percussion, recitation, acting, etc.) for recommending to Class Representatives (Co-curricular) and Class Teachers during Intra Class and Inter Class competitions, Class Assemblies, Annual Function, etc.

**(B) TO PREPARE BANNERS, SLOGANS, PLACARDS ETC. AS AND WHEN REQUIRED.**

- The Cultural Secretary shall go through the Almanac to get an idea of the school programme and plan and make banners, placards for the same to be displayed at the appropriate time. They can take the help of the Class Representatives (Co-curricular) or Art teacher for the same.

(C) TO ACTIVELY INVOLVE THEMSELVES IN PROGRAMMES SUCH AS SPIC MACAY, JASHN-E-BACHPAN, NIGHT CAMP, CLASS ASSEMBLIES AND SPECIAL ASSEMBLIES, DIPFEST, SPORTS DAY, TAKSHILA EVENTS, ETC.

- They shall coordinate with the parents and transport department for transport and parking arrangements during various functions.
- They shall be a part of the Spic Macay Interview panel set up for selecting students for the Summer and Winter Conventions.
- They shall organise the Spic Macay lec-dems.
- They shall coordinate with the Spic Macay artistes.
- They shall organise Takshila Events, Sports Day, Annual Function and Dipfest with the help of I/c Activities.
- Thursday activities shall be organised by them.

(D) TO MOTIVATE THE STUDENTS TO PARTICIPATE IN VARIOUS PROGRAMMES:



- They shall motivate the students to participate in various programmes organised by the School.
- They shall keep a record of the students who either participate in various programmes or involve themselves in organising various programmes and propose their names to the School Head for the certificate.

#### **SPORTS SECRETARY:**

- To help organise all sports-related activities such as Takshila Sports Event, Annual Sports, Dipfest and Physical Fitness Camp.
- To keep score during the above-mentioned events.
- To help in arranging and distributing Prizes and Certificates during Dipfest, Sports Day and other events.
- To help the Health and Physical Education department in preparing track and field for Dipfest and Annual Sports.

#### **ENVIRONMENT SECRETARY -**

- To spearhead campaigns against polybags, crackers, littering, tobacco, pollution, etc.
- To impress upon the non-teaching staff not to litter or spit in the campus by holding workshop for them on every third Saturday of the month.
- To organize Environment Camp during Parent Partnership Programme.
- To ensure cleanliness in school premises.

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- To conduct a meeting once a month with the Medical Monitors to discuss various ways for keeping the class and the campus clean.
  - To make surprise visits to classes to check cleanliness.
  - To plan and execute tree plantation programmes and projects.
  - To be in regular touch with the Gardener of the school in order to keep the lawn, trees, flower pots, etc. in healthy condition.
  - To coordinate with the Head of Physics, Chemistry and Biology departments, and I/c SUPW for all the environmental projects of school every month.
  - To spread awareness in the community vis-à-vis environment protection.
  - To encourage students to send articles for Orbit.