

CULTURAL EDUCATION CENTRE, AMU

APPLICATION FORM FOR SECRETARYSHIP

SESSION 2022-2023

Photograph

1. Name of the Club.....
2. Name of the Applicant..... Date of Birth.....
3. Class.....
4. Enrolment No.....
5. Faculty Roll No..... Email Mobile.....
6. (If Hostler) Room No..... Hostel..... Hall.....
7. (If NRSC) Local Address.....
8. Father's Name..... Occupation..... Mobile No.....
9. Permanent Address.....
- Local Guardian's Name.....
- Address.....
10. Telephone No. (Guardian)
11. Educational Qualifications.....

Exam Passed	Board/University	Division	Year
.....
.....
.....
.....

12. Period of regular membership of the Club: From.....to.....
(Enclose relevant documents)

13. Details of the prize received at National/ Inter-Varsity/Zonal/Inter-Hall level (Enclose relevant documents)
14. *Prizes won in the Club (Enclose relevant documents)
15. Were you suspended, rusticated, debarred or sent-down in the University, or any criminal action is pending against you. Yes/No.....
If yes, give details.....
16. Have you ever been detained in any class due to shortage of attendance..... Yes/No.....
If yes mentioned the year/class.....
- * Ihave read all the rules of CEC and give my consent to follow them my stay in CEC

RULES AND GUIDELINES

1. Claims for Secretary-ship shall be evaluated and considered on the basis of the complete filled form, attached relevant supporting documents, quality of presentation and personal interview. **(Note: For presentation follow the guidelines presented below)**
2. Canvassing in any form will lead to disqualification.
3. Late or incomplete forms shall not be entertained.
4. Attach only attested photocopies. The original documents need to be produced at the time of presentation/interview
5. A student who has got admission through the nomination category of "Outstanding Debater & Talent Category" (DR), shall not be eligible to apply for the post of secretary for at least one academic session.
6. The candidature for the secretary ship will only be considered after receiving the successful clearance from the University Proctor Office.

*** Application procedure will not be considered complete, until the successful submission of club membership and CEC signed agreement from.**

*** The presentation should be prepared as per the suggested 'Presentation Guidelines' given below.**

Signature of the Candidate

----- (Fold and Tear here) -----

Acknowledgment Card

Name of the Candidate _____ Enroll. No _____

Club applied for _____ Form No _____

Date of Submission of form _____

Dealing Assistant

Presentation Guidelines:

- 1) Include your action plan with a detail procedure (How you do it?) for the upcoming session.
- 2) Identify and justify the major needs of the university population related to your domain.
- 3) Include your plan for mentorship of prospective club members to ensure successful professional transition.
- 4) Include how your initiatives contribute to the personality development of the club members and extend a diversified cultural experience to the university community.

FOR DEAN'S OFFICE USE ONLY

The applicant is a bonafide student of the faculty and column No.1 to 7 are correct as per office record.

Verification by the Dealing Assistant

Signature of the Dean
(Seal)

FOR THE USE OF PROVOST OFFICE

The applicant is a resident of our Hall and Column No.1 to 8 are correct as per office record.

Verification by the Dealing Assistant

Signature of the Provost
(Seal)

FOR THE USE OF PROCTOR OFFICE

This applicant has not involved in any unlawful activities in the past and column number 15 & 16 are correct as per office record.

Verification by the Dealing Assistant / Assistant Proctor

Signature of the Proctor
(Seal)

RECOMMENDATION
President
.....Club

COUNTERSIGNED
Coordinator
Cultural Education Centre