

**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY,
MOODBIDRI**



POLICY & SOP ON STUDENT COUNCIL

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POLICY ON STUDENT COUNCIL

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1. PUROSE

The Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out programmes, events, and services that support students' co-curricular, cultural and social interests.

2. CONSTITUTION OF STUDENT COUNCIL

The AIET Students' Council shall consist of the following members, namely

- I. Chairman/ Principal
- II. 1. Student President, 2. Student Vice President, 3. Student Secretary, 4. Sports Student Coordinator 5. Cultural Student Coordinator and 6. Class Representatives.
- III. Faculty Member: One Faculty as coordinator of the Students' Council identified by Chairman / Principal, primarily acts as the advisor of the student members in the Student Council.

2.1. PROCEDURE / SOP- STUDENT COUNCIL.

- All the student office bearers are the nominated / elected posts.
- The Nomination is based on the merit and leadership activities exhibited during the previous years.
- The Class representatives are nominated / elected by students in the presence of the Head of the department and the class teachers.
- Cultural and Sports student representatives are nominated by Cultural Coordinator and Sports Coordinator (Physical Director) of the institution respectively.
- The Student President, Vice President and the Student Secretary are nominated / Elected by Class Representatives in the presence of Chairman/ Principal and the Faculty Convener
- The nominations are taken for the 3 posts of the council namely 1. Student President 2. Student Vice president and 3. Student Secretary.
- Election of Class Representative is done for the above nominations

- The Remaining Class representatives forms the Members of the Council.

2.2. ELIGIBILITY

1. All the bonafide students on the rolls of the institution who are eligible to be nominated.
2. Candidate should not have any academic arrears in the year of nomination
3. The candidate shall not have been subjected to any disciplinary action by the Institutional authorities

3. ROLE OF STUDENT COUNCIL

The role of Student Council is the facilitator of sharing information between administrative officials and the students. The set of objectives for the council:

- To promote an environment conducive to educational and personal development
- To provide a platform for activities that benefit students' overall growth by serving their co-curricular, extracurricular, and educational interests.
- To represent the views of the students on matters of general concern However, in no case /situation Student Council shall not and cannot influence/force/alter the decision making procedure of the administrative officials /management.

3.1 FUNCTIONING OF STUDENT COUNCIL

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students. The functioning of the council is

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

3.2 OFFICE BEARERS AND RESPONSIBILITIES

Chairman/ Principal-As a common standard Principal will be the chairman for the council. The chairman acts, manages Student Council smoothly and keep information updated.

Student President and Vice president: The President and vice president are responsible for presiding over meetings of the Council. The President and vice president, with the Secretary, prepare the agenda for each meeting on the advice of the faculty members in the council. The President may also be designated to represent the Council at meetings with administrative officials / management.

Student Secretary: The Secretary, with the President and vice president, prepares the agenda for each meeting. The Secretary then circulates it to all the members of the Council at the start of the meeting. In the absence of President, the vice president and Secretary presides the council meeting.

Student Council Members: The class representatives other than Student President and Student vice president and student secretary forms the Members of the Student Council. The role of the Members is to act as fundamental unit/resource of the information/input from the students of his/her class to the council. The members should disseminate the decisions and information shared by the council regarding the development activities to the class students.

Sports and Cultural Student Coordinators: The Sports and Cultural coordinators share the information about the sports and cultural events of the institution to the students. They work with Physical Director (Sports) and Cultural Faculty Coordinator respectively, in the planning and development of the sports and cultural events of the institution.

The tenure of the Student Council is one year, whereas the faculty members are subjected to change on the reasons of resignation/termination/or any decision taken by the Higher ups in the best interest of the Student Council of the institution.

4. STUDENT COUNCIL MEETINGS

The Student Council shall meet twice in a year (once in even semester and once in oddsemester). It is mandatory for the faculty co-coordinator to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council.

4.1 GUIDELINES

The Student Council meeting shall be intimated at least two days in advance to the members of the council. The student Council meeting cannot be convened if the faculty co-coordinator, President and Secretary are absent.


The Minutes of the meeting shall be recorded and should be made available with the Faculty co-coordinator of the Council after getting signature from the chairman, Student president and Student Secretary. The copies of the minutes of the meeting to be handed over to the secretary of the next student council at the end of the term.

Sl. No.	PARTICULARS	DETAILS
1	Purpose of the meeting	(list the purpose)
2	Date	
3	Time	
4	Venue	
5	Members present	(list all members that attended meeting)
6	Members Apologies	(list members that did not attend the meeting)
7	Agenda Item #1	Discussion : (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by

		when)
8	Agenda Item #2 Advisor's Report	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
9	Agenda Item #3 Committee Reports (create separate agenda items for each committee report)	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)

4.2 REPORTING AND DISSOLUTION

The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Chairman / Principal), otherwise a notice of one week shall be given seeking explanation to show the cause / explanation for not to dissolve the council. The final decision of dissolution always rests with the Principal of the Institution.


PRINCIPAL
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STANDARD OPERATING PROCEDURE OF STUDENT COUNCIL

1. Selection of class representatives by respective department HODs and class coordinators (class teachers)
2. Following needs of Council are defined.
 - a. Chairman – As a common standard – Principal will be the chairman for the council.
(Role: Act and manage council smoothly, organize events. Keep information updates.)
 - b. Faculty Convener – A faculty member is identified as convener by chairman (Role: The convener is responsible for managing activities (in coordination with SWO of the college student secretary, President and vice president) and act as link between Management and students, Support organizing, update meetings, involve students.)
 - c. Student Welfare Officer (SWO) – The student welfare officer from the college is identified by the chairman.
(Role: The SWO promotes good communications between the council and the student body as well as consulting with management on issues affecting the student body)
 - d. Student President, Vice President, And Secretary –
(Role: Responsible planning and conducting all the activities of the college smoothly and successfully among all the students in coordination with Faculty convener and the SWO) The student Council President, Vice President and Secretary are unanimously selected among all the Class representatives of the Institute covering all the departments, the remaining students become the Members of the Student Council. The student Council President, Vice President and Secretary are elected in front of chairman, Faculty convener, SWO and the other students orally.
3. Briefing for all students can be done from related class representatives
4. The student council and the cultural committee to take full responsibility of conducting college fest, Traditional day every year.
5. The student council and the Sports committee to take full responsibility of conducting sports day every year.


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