



Student Council Policy

The college facilitates student's leadership and representation through a council which consists of elected and nominated students for varied leadership positions. The student council is a representative body which assumes the responsibility to voice the opinion of students on matters concerning them.

Policies for the establishment of a student council

The policies for the establishment of a student council are in regard with the following guidelines:

- The student council shall promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the board of Management, Teachers, Students and Parents.
- The council should, as far as is practicable, be representative of the student community.
- The Board of Management shall at all times retain the right to dissolve a council or remove a council member, in accordance with these guidelines. It should also be noted that the guidelines state that a student council should not through its activities interfere with, or detract from, the authority of college management or the teaching staff. It is not a function of a student council to discuss or comment on matters relating to the employment or professional affairs of the Principal, Teachers and other staff of the college, or to become involved in any issues that fall within their professional competence.

The following rules will be followed when establishing a student council:

- To ensure gender balance, every year one male and one female member are elected with majority.
- There will be a total of 9 members in the council from the Final years.
- All students are entitled to put themselves forward for election where each candidate will be given an opportunity to express why they should be elected to the council.
- The Principal has the right to veto a nomination for the student council if he feels that a particular student may not be a suitable representative for the College council due to a record of unsatisfactory behavior.



- Elections are to be held during the college hours with in the college vicinity with the discretion of the principal.
- Students to hold office for one year.
- Elected student council members are expected to attend all scheduled meetings.
- If the elected students do not attend 3 consecutive meetings then that student is removed from Council and replaced by the nearest unsuccessful candidate from the initial elections.
- Any student council member who breaches the Code of Behavior during their term of office may be dismissed from the student council.

The Positions

The following describes the leadership positions in the Council and the roles and responsibilities of each position

- **Chairperson**

The Student Council Chair has the overall responsibility for the activities of the Student Council. Together with the other elected leaders, the president defines the goals of the organization and outlines a strategy to successfully reach the goals. The Chairperson is the driving force behind the efforts of the Student Council, which means that she/he will encourage and support other leaders to ensure that all the projects are successfully completed. It is the responsibility of the Chairperson to propose new initiatives and projects to ensure that the needs of the member body are addressed. The Chairperson is involved in all decisions regarding the cultural and disciplinary activities of the college.

- **Vice-Chairperson**

The Student Council Vice Chairperson assists the President in fulfilling his or her duties. In the absence of the President, the Vice President is responsible for all operations of the Student Council. Vice-president and President are expected to collaborate closely.

- **General-Secretary**

The Student Council Secretary is responsible for the official correspondence of the Student Council and informs other leaders and members about upcoming meetings. The Secretary



prepares meeting minutes and distributes them after meetings. The Secretary also acts as the custodian of all important Student Council documents, including committee reports. The Secretary helps the Chair and Vice Chair to develop internal procedures and guidelines. He or she also helps to ensure proper communication between Student Council committees and elected Student Council leaders.

- **Treasurer**

The Student Council Treasurer is responsible for the finances of the Student Council. He or she is responsible for creating and managing the yearly budget. They oversee expenses and, with the assistance of the Fundraising Committee, generate funds to support the activities pertaining to the Student Council.

- **Cultural/sports secretary**

A Cultural/ Sports Secretary are a part of the executive body of the Student Senate. Generally, he/she looks after organizing various events in the cultural domain for the general student body thereby providing a platform for students to showcase their talent and also ensuring student engagement apart from their academic routine. He/she coordinates the activities of various clubs functioning in the college. The Cultural Secretary is also responsible towards participation of students in inter collegiate events. Sports secretary are responsible of conducting Sports Day and selecting and motivating students in various inter collegiate sports events. So on the whole, he/she should makes sure that there are enough avenues for students to have fun and explore their talents thereby leading to an enriching student life experience.

- **PG representative**

The PG Representative is elected to provide the PG students with an opportunity to voice their views, suggestions and concerns of their peers through the most appropriate channels. The College also acknowledges the important role that an active PG representative has in fostering a vibrant academic and social network. The operations and activities of the PG representative should be guided by the following principles:



- Independent, transparent and accountable PG representative is elected to provide meaningful and collegial communications between the College and other elected PG representatives, equity in student representation across all the departments.
- Commitment to a culture of respect and inclusion. Elected student members of the PG Representative should expect to gain skills in communications, building and working in teams, and leadership.

Class representatives: To act as a liaison between the students and the academic leaders and the Students Council. They act as a representative from their class at Student Forums and at Program Councils and ensure that their classmates are properly represented and well informed.

Department Secretaries: They support and represent their respective departments by offering full secretarial support in all necessary fields.

Club Secretaries: Various clubs are operational in the college campus in the name of Extension Activities to provide a platform to the students to take part in the club of their choice and render service. Student club coordinators are responsible for planning, budgeting and organizing all the aspects of student activities and programs. Club representatives are elected based on their strong communication skills, coordination skills and management skills. Some of the clubs are as follows: National Service Scheme (NSS), Red Ribbon Club (RRC), Young Ribbon Club (YRC), Citizen Consumer Club (CCC), Leo club, Rotaract club, Enviro club, AICUF, Reading club, and Literacy club.