



**STANDARD OPERATING
PROCEDURES**

STUDENT COUNCIL

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE

FOR

STUDENT COUNCIL

Introduction:

The purpose of the Student Council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student body. They help bring into light any ideas, interests or concerns the student community may have and with the help of the faculty supervisor in charge, come up with solutions and/or transform the student's ideas and interests into a reality.

Objectives of the Committee:

The following are the objectives of the committee:

1. To provide a platform to share student's ideas, interest and concerns.
2. To promote harmonious relations throughout the entire college.
3. To improve student/faculty relationship.
4. To provide a forum for student expression.
5. To plan and execute various college events like Fresher's Day, Fests, Seminars, Workshops, etc.
6. To organize events and promote environmental cleanliness and greenery.
7. To help and mentor juniors and students in need.

Constitution of the Committee:

The committee would constitute of six members. The generic membership details are as follows:

Sl. No.	Designation	Number of members
1.	Chairperson- Principal	1
2.	Faculty- Coordinator	1
3.	Student representatives <ul style="list-style-type: none">● President● Vice-President● General Secretary● Joint Secretary	4
	TOTAL	6

NOTE: The constitution of the committee can be increased if required as per the requirement during the academic year.

Schedule of Meetings:

- The committee meets should be held once a month, on a day decided unanimously by the entire committee in the beginning of the year.
- However, the committee will meet and attend to any case as per the need or in a situation of emergency, apart from the regularly scheduled meetings.
- The functions and responsibilities of each council member will be addressed at the first meeting of the academic year.

Responsibilities of the Coordinator:

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion
- The Coordinator of the committee is responsible in ensuring that each member has submitted and has maintained the documents.
- To write and circulate minutes of the meeting.
- To address the student representatives within one week after the declaration of election results.
- To solve any disputes between council members and to be the final decider in cases where a unanimous decision cannot be made.

General Working Rules:

- Notify to all about the Meeting of the committee will be convened by the Coordinator with teaching members and student coordinators.
- Decide the date of event.
- Allotment of the work.
- Minutes of the meeting will be prepared.
- Circular for the students mentioning the event, date, time and venue.
- Conduct the event.
- Prepare the report of the event.

Election of Students for Council:

- The Coordinator along with the presiding council members will organize conduct the election for the student representatives that will take over in the next academic year.
- The elections will be held in the last working month of the academic year.

- Candidates should have a minimum of 75% in every semester and no backlogs to be eligible.
- Candidates must be full-time students and not have disciplinary problems with the institution.
- Candidates must fill out forms and submit them to the Coordinator a month before the date of elections (final due date to be decided by the chairperson).
- Candidates are allowed to campaign and put up posters as long as it does not interfere with the daily functioning of faculty and students.
- The Student Council will start functioning after taking their oath.

Documents maintained by the Faculty Coordinator on behalf of the Council:

- All student election related documents
- File with minutes of meetings
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HOD's
- Brochures / invitation cards
- Annual budget submitted
- Receipts of finances incurred
- Invitations sent with acceptance emails
- Report on every event/ activity conducted.
- Student enrolment and attendance list
- Report with minimum 500 words
- Photographs of the event
- Certificate issued (if any)
- Student feedback testimonials

Range of Activities conducted by the Committee:

1. Organize "Meet an Achiever" programme and invite some achievers to deliver lectures.
2. Organize "Get, Set and Go" programme.
3. Organize Peer mentoring classes.


PRINCIPAL

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