



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

Students Council Guidelines Policy

Approved in the Governing body meeting held on **April 16, 2018**

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1. Introduction

The Student council of Manakula Vinayagar Institute of Technology aims at evolving a holistic approach to enhance students' life at the campus. The council would serve as the link between students and the Management (Academic / Top Management). The Student Council would take up the responsibility of building the Institute's brand image in the learners' mind and would constantly strive towards enriching congenial and enlightening experience among their students' fraternity. It is a students' forum that would inculcate desirable attitude, leadership qualities, social skills, cultural talents and focuses on the overall development of each and every individual student of the Institute. It conducts a multifaceted array of events throughout the year to create an adaptive environment for developing engineers to learn, hone their talents and showcase their competencies amidst the potential seekers.

2. Objective of the student's council

- ❖ To provide an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college.
- ❖ To encourage the academic, professional and personal development of the students individually and as a group, in order to achieve overall excellence.
- ❖ To communicate students' opinions or the issues that needs consultation with students.
- ❖ To expand opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students.
- ❖ To enable the students in effective performance of duties, taking responsibilities and coordinate various sports, cultural, societal, educational and recreational activities of the college.

3. Constitution of the council

3.1 Procedure

- ❖ The size and composition of a Student Council shall be determined by the Head of the Institution.
- ❖ The Student Council shall function under the guidance of Principal, Head of the Department and the faculty advisor.
- ❖ A statutory body with student representatives would be constituted every year by nomination system through the Head of departments on the basis of merit (academics), co curricular and extracurricular activities and attendance.(2 Students can be nominated for each post in each department)
- ❖ The Principal, in collaboration with HODs, will meet with nominated candidates and appoint the student council's office bearers.
- ❖ The student council will be chaired by a senior faculty as a Faculty Coordinator.

3.2 Eligibility

- ❖ All the bonafide students on the rolls of the institution are eligible to be nominated.
- ❖ The candidate shall not have been subjected to any disciplinary action by the Institute authorities

3.3 Hierarchy of the Association

The hierarchy of the association includes a

- President – Open for Final Year B.Tech students
- Vice President – Reserved for Girl students form Third Year
- Secretary – Open for Third and Second Year B.Tech Students
- Joint Secretary - Open for Third and Second Year B.Tech Students
- Cultural Secretary – Open to all the students
- Sports Secretary - Open to all the students

3.4 Term of Office

- ❖ The term of council should be for one academic calendar year of the institute. Any council member may at any time be removed from office by recall. He or she may be removed on the grounds that he/she is not fulfilling his/her responsibilities or lack in leadership abilities or violating institutional policies.
- ❖ Student Council shall stand dissolved when the term of the members expires.

- ❖ Management may dissolve the Student Council before the expiry of its term under the following circumstances.
 - ✓ If a significant number of Council members have been implicated in a severe violation of the college's code of conduct
 - ✓ If irregularities in the functioning of the Council
 - ✓ When a member is removed from office or resigns, the vacancy created should be filled according to the protocols.

4. Responsibilities of the Student Council

- ❖ To provide opportunities for the students to develop their social skills and cultural talents and focus on the overall development of the individual.
- ❖ To encourage and promote the values that represent good character in all students and build responsible leaders among the student's community
- ❖ To identify and solve problems encountered by students in the Institute.
- ❖ To participate and promote the development of Institute's educational projects
- ❖ To prevent ragging in the campus through counselling senior students
- ❖ Guiding the junior and needy students to improve their technical and managerial skills by involving them in organizing seminars/ symposia/ workshops etc.
- ❖ To coordinate various sports, cultural and societal activities of the college
- ❖ Maintenance of the peace and harmony among campus community in General and student community in particular

5. Roles of the Members of the Student Council

President

- ❖ The President shall have the general responsibility for coordinating the activities of the Student Council and for directing and overseeing the response to the affairs of the student body.
- ❖ To help the students to plan, implement and evaluate the activities of the association under his/her charge and give proper guidance and directions to the student volunteers.

- ❖ To act as official spokesperson for the council in its relations with the students and the Institute administration.
- ❖ To convene council meetings and to manage the council members' work.

Vice President

- ❖ The Vice-Presidents are responsible for assisting the President, and when the President is absent from a meeting she assumes the role of the President for that meeting.

Secretary

- ❖ The Secretary shall be responsible for recording the minutes
- ❖ Involve the students in CSR activities like arranging Blood donation camps, helping the affected during natural calamities.

Cultural Secretary

- ❖ Prepare event schedule in consultation with Cultural Committee Coordinator.
- ❖ Ensure event Displays on the notice board.
- ❖ Prepare a report on cultural activities.

Sports Secretary

- ❖ Proposing various events for sports activities in consultation with the Sports committee Coordinator.
- ❖ To help the students to plan, implement and evaluate the activities of the association under his/her charge and give proper guidance and directions to the student volunteers
- ❖ Involve in budget preparation for sports events in consultation with Sports committee Coordinator

6. Student Council Meetings

The Student Council is required to convene meeting twice a year (once in odd semester and once in even semester). Support and suggestions of the faculty coordinator will be extremely beneficial in developing the leadership skills of the student council's members to ensure its effective functioning.



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