



# **MANAKULA VINAYAGAR**

## **INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

Kalitheerthalkuppam, Puducherry - 605107

Ph: 0413 2643007 Website : [mvit.edu.in](http://mvit.edu.in)



# **STUDENT COUNCIL POLICY**

Approved in the Governing body meeting held on 21<sup>st</sup> August 2024

(Updated in 2024)

## **PREFACE**

The Student Council of Manakula Vinayagar Institute of Technology is dedicated to fostering a holistic approach that enhances student life on campus. Acting as a vital link between students and the Heads, the council is responsible for promoting the institute's brand image and ensuring a positive and enriching experience for the student community.

This student forum aims to cultivate desirable attitudes, leadership qualities, social skills, and cultural talents, focusing on the overall development of every individual student. Throughout the year, the Student Council organizes a diverse array of events designed to create an adaptive environment that enables aspiring engineers to learn, refine their skills, and showcase their competencies to potential employers.

By engaging students in meaningful activities and initiatives, the Student Council plays a crucial role in shaping a vibrant campus culture that supports personal and professional growth.

## **OBJECTIVES OF THE STUDENT'S COUNCIL**

- ❖ To provide an opportunity for students to engage in a structured partnership with teachers and students in the operation of their college.
- ❖ To encourage the academic, professional, and personal development of students, both 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 students to effectively perform their duties and responsibilities while coordinating various sports, cultural, societal, educational, and recreational activities within the college.

## **1. CONSTITUTION OF THE COUNCIL**

### **1.1 Procedure**

- ❖ The size and composition of a Student Council shall be determined by the Head of the Institution.
- ❖ The Student Council will be chaired by a senior faculty member serving as the Faculty Coordinator, ensuring effective oversight and guidance
- ❖ The Student Council shall function under the guidance of the Principal, Head of the Departments and the faculty coordinator.
- ❖ A statutory body with student representatives will be constituted annually through a nomination system managed by the Heads of Departments. Nominations will be based on merit in academics, co-curricular and extracurricular activities, and attendance. Each department may nominate two students for each position.
- ❖ The Principal, in collaboration with the Heads of Departments along with the faculty coordinator of student council, will meet with the nominated candidates to appoint the office bearers of the Student Council.

### **1.2 Eligibility**

- ❖ All bonafide students enrolled in the institution are eligible to be nominated for the Student Council
- ❖ Candidates must not have been subjected to any disciplinary action by the institute authorities.
- ❖ Candidates should meet a minimum academic performance standard.

- ❖ Candidates must demonstrate a willingness and ability to commit time and effort to fulfill the responsibilities associated with being a council member

### **1.3 Hierarchy of the Association**

The hierarchy of the association includes a

**1. President:**

Open to Final Year B.Tech students.

**2. Vice President:**

Reserved for Girl students from the Third Year.

**3. Secretary:**

Open to Third and Second Year B.Tech students.

**4. Joint Secretary:**

Open to Third and Second Year B.Tech students.

**5. Cultural Secretary:**

Open to all students.

**6. Sports Secretary:**

Open to all students.

### **1.4 Term of Office**

**Term of Office:**

The term of the Student Council shall be for one academic year of the institute.

**Removal from Office:**

Any council member may be removed from office at any time through a recall process. Grounds for removal include:

- Failure to fulfill responsibilities.
- Lack of leadership abilities.
- Violation of institutional policies.

**Dissolution of the Council:**

The Student Council shall be dissolved upon the expiration of the term of its members. 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 are observed.
- ❖ When a member is removed from office or resigns, the vacancy created should be filled according to the protocols.

## **2. RESPONSIBILITIES OF THE STUDENT COUNCIL**

### **❖ Social Skills and Cultural Development:**

To provide opportunities for students to develop their social skills and cultural talents, focusing on the overall development of each individual.

### **❖ Promotion of Values:**

To encourage and promote values that represent good character, fostering responsible leadership within the student community.

### **❖ Support for Educational Projects:**

To actively participate in and promote the development of the institute's educational projects.

### **❖ Ragging Prevention:**

To prevent ragging on campus by counselling senior students and promoting a culture of respect and inclusivity.

### **❖ Skill Development:**

To guide junior and needy students in improving their technical and managerial skills by involving them in organizing seminars, symposia, workshops, and other events.

### **❖ Coordination of Activities:**

To coordinate various sports, cultural, and societal activities within the college, enhancing student engagement.

### **❖ Maintenance of Peace and Harmony:**

To maintain peace and harmony within the campus community, ensuring a supportive environment for all students.

## **3. ROLES OF THE MEMBERS OF THE STUDENT COUNCIL**

### **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 relation 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, etc.,

### **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

## **4. Student Council Meetings**

The Student Council is required to convene meetings twice a year, once in the odd semester and once in the even semester. The support and suggestions of the faculty coordinator will be invaluable in developing the leadership skills of the Student Council members, ensuring effective functioning and fostering a collaborative environment.

These meetings will provide a platform for discussion, planning, and addressing student concerns, ultimately enhancing the overall effectiveness of the council.



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