

Student Council Policy & Guidelines

Objectives of the Student Welfare Office (SWO)

- To prepare, plan and execute programmes for holistic development of the students
- To nominate student representatives to various bodies of the Institution in consultation with elected student body
- To monitor day to day essential support required for academic and co-curricular activities of students
- To arrange for special care for the weaker and needy sections of students
- To enable students to participate effectively in the management of organization of the student related activities
- To advice Student Council as and when required
- To work with the Director of Sports, Hostel Wardens, and all the office bearers for all matters related to student Welfare
- To depute students to participate events / programmes outside the Institution.
- To keep in touch with the guardians as and when required.

Duties of Office Bearers

President

1. Represents the student council
2. Oversees and conducts student council meetings
3. In charge of monitoring all activities of the student council
4. Ensures that each division of the council is properly administering their duties
5. Organize meetings and collect opinions from within the council on whether or not to implement certain measures
6. Is answerable for all the activities conducted by the council to the students,

faculty and management.

7. Is in charge of forming teams in the case of events, must coordinate with team heads and set deadlines for teams to finish tasks. Must follow up on whether tasks have been accomplished on time.
8. Handles cases of misdemeanor amongst council members and must report them accordingly to faculty.

Vice-President

1. Vice President assumes the same responsibilities as the President, but to a lesser degree.
2. Vice President must assume all responsibilities of the President in the absence of the President.
3. Vice President also oversees the activities of the council, and assists the President in ensuring that council members effectively fulfil their duties.
4. Vice President divides the responsibility of ensuring that delegated teams fulfil their tasks during campus events.
5. Vice President conducts council meetings in the absence of the President.

Secretary

1. Maintains a written record of points discussed in all meetings.
2. Maintains records of tasks assigned to council members.
3. Is the bridge between the President, Vice President and the other council members.
4. Informs the President and Vice President and keeps a record of the progress of various organizing committees during campus events.
5. Maintains a list of attendees of all council meetings.
6. Secretary must ensure that the maintained records are always available to faculty and council members as required and requested.
7. Secretary is also in charge of disseminating information that the council

deems necessary for circulation, to the student body.

Treasurer

1. Maintains the Student Council Budget.
2. Collaborates with the SWO in setting a budget for various activities of the student council.
3. Maintains student council funds and keeps meticulous records of council expenditure.
4. Maintains bills and receipts of council expenditure.
5. Chairs any meetings regarding budget and council finances instead of the President.
6. Is responsible for disseminating funds to select teams during campus events and keeping track of how those funds were utilized.

Cultural Secretary

1. Is the meeting point between ambassadors of other colleges, who come to promote their respective events.
2. Maintains, collects and disseminates information regarding collegiate events and festivals happening around the city to the student body.
3. Is in charge of organising teams to represent the college during inter-collegiate events.
4. Collaborates with the cultural representative of the SWO.
5. Oversees college events alongside President and Vice President.
6. Keeps records of assigned work and team progress during campus events alongside Secretary.
7. Maintains a record of students and council members skilled in art, leadership, decor, music, dance, design, organisation etc. to call forth accordingly, and delegate to tasks as and when required.

Joint Secretary

1. Assists Secretary in maintaining “minutes” records of council meetings.
2. Helps the Secretary to maintain and organise records.
3. Assumes the role of the Secretary in the absence of the Secretary.
4. Helps the Secretary act as a point of communication between the rest of the council and the President.
5. Assists the Secretary in disseminating important information to the student body when required.
6. Helps maintain attendance records of council meetings with Secretary.
7. Must always have copies of records available to provide to faculty members as required.

Standard Operating Procedures for Student council

The SWO and the Student Council play an integral and important role in the well-being of the student community. Student council provides a representative structure through which students are involved concerning undertaking initiatives of benefit to the institution. Students have a voice and a contribution to make to their institution. On this platform, they are given the opportunity to express their views on issues of concern to them in the institution. The student Council is encouraged to take an active part in promoting the aims and objectives of the college. There is complete involvement in the operation of the college, be a part of various cultural activities, College Fest, Academic Events, Maintaining Discipline and decorum in campus.

Responsibility Assignment Matrix

Inform	Advise/Approve	Decide	Execute
Head of the Institution	Head of the Institution, Director – Academic Excellence	Head of the Institution	SWO Committee

Note: This is a living document and will be improvised during the future drives and similar activities.

