

Government Science College Zalod

(Affiliated to Shri Govind Guru University, Godhra)



Guidelines for the Students' Council

(wef 15-03-2024 onwards)

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1. Purpose

The purpose of the “Students’ Council” (hereafter after as the “Council”) is to serve as the effective communication medium between the college administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Students’ Council acts as the interactive body facilitating primary level of communication. Students’ Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students within the institution. The Students’ Council provides scope to contribute in the development of students’ leadership skills, program planning and volunteering.

2. Student Council Constitution

The Students’ Council shall consist of the following members, namely: 1. President 2. Vice President, 3. Secretary and 4. Faculty Member as coordinator of the Students’ Council, primarily acts as the advisor of the student members in the Council and shall attend and vote at the meetings. The Principal of the college shall have full authority to alter /remove /add any of the clauses herein at any time. The Council shall not have / make financial transactions of any kind, unless otherwise entrusted by the Principal for specific task(s).

2.1 Procedure

All the student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited in the results declared for the latest university examination at the time of nomination. The Principal can avert observing merit-score in making nominations under the special circumstances. The Council can assign Class Ambassadors, and not more than three coordinators for various Cultural, Sports and other activities as may be needed, maintaining appropriate gender balance.

2.2 Eligibility

1. All the bonafide students on the rolls of the institution are eligible to be nominated.
2. Student should not have any unclear academic backlog in any year of the course
3. The student shall not have been subjected to any disciplinary action by the Institute.

3. The Role of Students’ Council

The fundamental role of Students’ Council is the facilitator of sharing information between administrative officials and the students. The set of objectives for the Council shall be:

- To promote an environment conducive to educational and individual development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/ suggestion/ feedback of the Council
- To represent the views of the students on matters of general concern
- However, in no case/situation Students’ Council shall not and cannot influence /force /alter the decision making procedure of the administrative officials /management.

3.1 Key functions

The functioning of the Students’ Council should be adhered to the objectives of the Council. The Council shall work with the administration in the planning and implementing activities for the development of the students. The key functions are:

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student activities of the institution

3.2 Office bearers and Responsibilities

3.3 President: The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting on the advice of the faculty members in the Council. The President may also be designated to represent the Council at meetings with administrative officials /management.

3.4 Secretary: The Secretary, with the President, prepares the agenda for each meeting. The Secretary then circulates it to all the members of the Council at the start of the meeting.

3.5 Optional Nominated Members:

Class Ambassador (optional, nominated): The role of the Class Ambassador is to act as the fundamental unit/resource of the information/input from the students of his/her class to the Council. The Class Ambassadors should disseminate the decisions and information shared by the Council regarding the development activities to the class students.

Sports Secretary and Cultural Secretary. The Sports and Cultural Secretary share the information about the sporting events and cultural events of the institution to the students. They work with Sports and Cultural Coordinator respectively, in the planning and development of the sports and cultural events of the institution.

The tenure of the Student members in the Students' Council is one year, and reconstituted in June every year, whereas the faculty members are subjected to change on the reasons of resignation/termination/ or any decision taken by the Principal in the best interest of the Students' Council of the institution.

4. Students' Council Meetings

The Students' Council shall meet atleast twice in a year (once in even semester and once in odd semester). It is mandatory for the faculty co-coordinator to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the Council.

4.1 Guidelines

The Student Council meeting shall be intimated at least two days in advance to the members of the Council. The Council meeting cannot be convened, if the faculty co-ordinator, President and Secretary are absent. The Minutes of the meeting shall be recorded and made available with the Faculty co-ordinator of the Council after getting signature from the President. Copies of the minutes of the meeting to be handed over to the secretary of the next Students' Council at the end of the tenure.

4.2 Sample Format of Minutes of Meetings

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items:

1. Date, Time and Venue
2. List of the Members Present with sign
3. Details of any Specific Invitees from Administration /Management
4. Agenda Items and Outcomes/Resolutions of the Discussion

5. Reporting and Dissolution

The Students' Council members are liable to share the reports/minutes of the meeting at any time to the Principal. The Dissolution of the complete Students' Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Principal, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the Council. The final decision of dissolution shall always rest with the Principal of the college.

Coordinator

Principal