



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

STUDENT COUNCIL GUIDELINES

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1. Purpose

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

2. Student Council Constitution

The Institution Students' Council shall consist of the following members, namely: 1. President 2. Vice President 3. Secretary 4. Joint Secretary 5. Sports Secretary 6. Cultural Secretary 7. Representatives from Each school and each class called Class Ambassador (CA).

Faculty Member:

One Senior Faculty as coordinator of the Students' Council, primarily acts as the advisor of the student members in the Student Council.

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 during the previous years. The Class representatives otherwise known as "Class Ambassadors" are nominated by the Head of the department in consultation with the class mentors. Cultural activities representative and Sports activity representative are nominated by Cultural Coordinator and Sports Coordinator of the institution respectively. Appropriate gender balance in the Council shall be given priority.



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2.2 Eligibility

1. All the bonafide students on the rolls of the institution are eligible to be Nominated.
2. Candidate should not have any academic arrears in the year of nomination
3. The candidate shall not have been subjected to any disciplinary action by the Institute authorities

3. The Role of Student Council

The fundamental role of Student 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 personal 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 Student 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 Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities 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 development activities of the institution

3.2 Office bearers and Responsibilities

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.



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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. In the absence of President, the Secretary presides the council meeting.

Class Ambassador: 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 Student Council is one year, whereas the faculty members are subjected to change on the reasons of resignation/termination/ or any decision taken by the Vice-Chancellor in the best interest of the Student Council of the institution.

4. Student Council Meetings

The Student Council shall meet 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 atleast two days in advance to the members of the council. The SC meeting cannot be convened if the faculty co-ordinator, President and Secretary are absent. The Minutes of the meeting shall be recorded and should be 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 student council at the end of the term.



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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
3. Details of any Specific Invitees from Administration /Management
4. Agenda Items and Outcomes/Resolutions of the Discussion
5. Next meeting details (If discussed in a specific context)

5. Reporting and Dissolution

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Vice-Chancellor/Registrar/Dean (Student Affairs).

The Dissolution of the complete Student 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 Vice-Chancellor, 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 always rests with the Vice-Chancellor of the Institution.