



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

STUDENTS COUNCIL **A GUIDELINE TO STUDENTS**



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GUIDELINES FOR STUDENTS' COUNCIL

1. PREAMBLE

The establishment of student council plays a vital role among the student's community. This council is initiated with a designated purpose provides a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the university and its constituent units and the wider student community. It is an umbrella body of all the students club persists in the campus and committees involved the students as members. The activities of the council are carried out by student members, although council must contract with an advisor.

The purpose of student council at Vinayaka Mission's Research Foundation (VMRF(DU)) is to provide a structure through which students may exercise their right to freely associate in pursuit of a common purpose or goal that enhances community at the university and its constituent units. Recognized student council creates opportunities for leadership development, learning, student engagement, and fostering of shared interests.

In this context, VMRF(DU) has proposed the student's council in its constituent units to developing skills of the students and make them life ready as per the UGC quality mandate.

2. SHORT TITLE AND COMMENCEMENT

This Guideline shall be called "The Student Council guidelines 2022" of the Vinayaka Mission's Research Foundation (Deemed to be University). The Guidelines shall come into force on and from the date of approval of the University.

The students' council plays a vital role in the student community and provides a representative structure through which students can discuss issues of



concern and take necessary initiatives of benefit to the institution and welfare of student community

3. OBJECTIVES OF THE COUNCIL

A Student Council will set its own objectives. Some general objectives could include:

- To enhance communication between students, management, and staff
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the institution
- To represent the views of the students on matters of general concern to them
- Student Council also assists in planning and development of various cultural, sports, social, recreational, and other educational interests of students in the institution
- It provides opportunities to develop the students' leadership skills, program planning and volunteering

A Student Council will identify activities that it would like to be involved in organising, although the final decision on the activities of a Student Council should be agreed with college management. A Student Council should not through its activities interfere with, or detract from, the authority of college management or the teaching staff of the college. It is therefore not a function of a Student Council to discuss or comment on matters relating to the employment or professional affairs of the Head of the institution, faculties, and other staff of the institution, or to become involved in any issues that fall within their professional competence.

4. CONSTITUTION OF THE STUDENTS' COUNCIL

The students' council shall be constituted in each college/school of the University. The Director (Students' welfare) of the University shall be the chief



patron and concern Head of the Institutions is the patron of the council. It consists of Executive committee having the following office bearers namely President, Vice president, Secretary, Joint secretary, Treasurer, Joint treasurer, Sports secretary, Cultural secretary, Representative from each students' club, each class/section in the institution. The office bearers shall be nominated by the Head of the institution based on the academic merits and the performance of the students in extra/co-curricular activities during the year. The number of postings in each designation except the president shall be fixed by the Head of the institutions based on the student strength. Appropriate gender balance in the Council shall be given priority.

5. ADVISOR

The Council Faculty advisor who is the faculty of the concerned institution and shall be appointed by the Head of the institution. The faculty advisor has the following responsibilities

1. Act as the College/School's representative
2. Is knowledgeable about the purpose and program of the activities organized by the council
3. Ensures that the council knows about the institution policies, procedures, rules, and regulations
4. Attends at least one meeting of the council per semester
5. Ensures that requests for college services or appeals of administrative decisions are processed through him/her
6. Helps to enrich the co-curricular experience of the members
7. Encourages and supports the group as it conducts active and significant activities, and supports the broad educational purpose of the institution
8. Communicate to the Head of the institution and university immediately when the council is disbanded or becomes inactive.



6. ROLES AND RESPONSIBILITIES OF THE COUNCIL

The Role and Responsibilities of the Council should support the rules and regulations of the institution and promote the development of the institution and the welfare of its students. In planning and undertaking activities during the academic year, the Council should:

1. Facilitate the sharing of information between administrative officials and students
2. Involve as many students as possible in the activities of the Council
3. Support the administration for smooth conduct of all the students' activities on the campus
4. Mentor the needy students to improve their technical, organizational and managerial skills by conducting seminars / symposia / workshops etc with the support of the institution.
5. Encourage to develop innovative and creative skills of the students.
6. Assist any activity that will improve the knowledge and skills of the campus students
7. Help the administration for keeping the campus clean and promote green initiatives
8. Conduct the council meeting periodically
9. Assist the institution sports and cultural activities



7. ESTABLISHMENT OF THE COUNCIL

The council shall be established by the institution with the following basic principles:

1. The Student Council shall promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the college and teachers
2. The Council should, as far as is practicable, be representative of the student community
3. The college shall always retain the right to dissolve a Council or remove a Council member, in accordance with these guidelines.

The advisor of the council will review the constitution to ensure that the document is complete. If there are any mistakes or missing information, he/she will return the document to the student members/office bearers to make the appropriate changes. The student will re-submit any necessary changes to the advisor.

8. OFFICERS OF THE COUNCIL

The responsibilities of the office bearers of the students' council are as follows

8.1 PRESIDENT

1. The chairperson of the council, and oversees and delegates all activities organized by the council
2. Calls for and presides over the student council meetings
3. Finalizes the agenda for the meetings
4. Executes the decisions taken in the council meetings



5. Constitutes a subcommittee for facilitating the events conducted in the institution and delegates the duties to the members
6. Prepares the events report to be submitted to the council and to the institution

8.2 VICE PRESIDENT(s)

1. The Vice-President(s) are responsible for assisting the President, and
2. Cover presidential role in the absence of the President

8.3 SECRETARY

1. The Secretary, with the President, prepares the agenda for each meeting in consultation with other officers of the council
2. Circulates the agenda to all the members of the council
3. Maintains a record of council meetings and any decisions taken by the council (the minutes).
4. Circulates the minutes of the meeting to all office bearers of the council
5. The cultural secretary along with associates and clubs if any will be responsible for planning and conducting cultural events.
6. The sports secretary along with associates and clubs if any will be responsible for planning and conducting sports activities.
7. The editorial secretary and associates will be responsible for bringing out the college magazines and newsletters.
8. The fine arts secretary and associates will be responsible for organizing fine art events.
9. It is the responsibility of the secretaries to give detailed reports regarding their work progress in time
10. All secretaries should coordinate with the staff advisor whenever necessary



8.4 TREASURER

1. The Treasurer is responsible for managing any funds raised by the Student Council and should keep a complete account of all income and expenditure of the Council.
2. Should provide the Council with a complete financial report at the end of the academic year.
3. Any payments made by the Treasurer should be countersigned or endorsed by the faculty advisor designated for this purpose.

The term of officers shall be one year and eligible for reappointment

9. COUNCIL MEETINGS

The students' council shall meet as often as may be necessary but not less than one per month. Not less than 7 days' prior notice shall be given for a meeting of the council.

One third of the total number of members of the council shall constitute the Quorum for the meeting of the students' council. (Sample format for the minutes of Meetings is enclosed as Annexure – I

10. MODIFICATION OF THE GUIDELINES

The above guidelines are subject to modifications from time to time as per the decisions of the University



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ANNEXURE - I

Sample format for Minutes of Meeting



Sample Format for writing Minutes of the meeting:

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Secretary but can be assigned to someone else by the President.

S. No	Particulars	Description
1	Meeting No	Mention the meeting No
2	Date	
3	Time	
4	Venue	
5	Members Present	List the members who are present in the meetings
6	Members absent	List the members who are unable to present in the meetings
7	Special Invitee	List the persons who are not member in the council but called for a purpose
8	Welcome Address	Done by the president
9	Action Taken Report of previous meeting	Discussion: (summarize the action taken on the previous meeting (mention the meeting no and date)) Action: (approve the minutes of the previous meeting by the members)



S. No	Particulars	Description
10	Agenda Item # (Mention the No.)	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
11	Any other Agenda (called table agenda, not circulated but taken as agenda with the permission of chairperson)	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
12	Vote of Thanks	Done by the secretary or any member assigned by the chairperson
13	Minutes prepared by	

Copy of the minutes of the meeting must be circulated to the members for review within a week time before approval. Copies of the meeting must be held and handed over to the secretary of next students' council at the end of the term



ACKNOWLEDGEMENT

As part of the implementation of DEEKSHARAMBH, a quality mandate of UGC, a guideline to Students' Council is prepared by Prof.Dr.R.S.Shanmugasundaram, Director (Students' Welfare), VMRF(DU) based on the direction from the University and it was fine-tuned by the suggestions from the Head of the Institutions of Constituent institutions of the university