

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY MEERUT

## Students Council Regulation

### 1. OBJECTIVES OF THE COUNCIL:

- 1.1 Student council will act as an interactive body facilitating the primary level of communication medium between the administration and students.
- 1.2 Student council through their feedback will assist in making the educational system more responsive to the requirements of the youth in order to meet the challenges of contemporary scenario.
- 1.3 Student council will assist in planning and development of various cultural, sports, social, recreational, and other educational interests of students in the university.
- 1.4 The Student council will provide suggestions for the development of students' leadership skills and personality to make them responsible citizens dedicated to the development of the nation as a whole.
- 1.5 The student council shall suggest and undertake activities, which will be beneficial for enriching the overall quality of life of the students while in the University.

### 2. FUNCTIONS OF THE COUNCIL:

The Students Council shall frame its policies and programs and shall perform activities that would fulfil the objectives of the Council. The following specific activities, besides other activities as may be directed by the chairman, shall be undertaken by the Council:

- 2.1 **Academic** - The Council will suggest from time-to-time ideas to enhance the academic atmosphere of the University. For this purpose, it will organize debates, quiz, essay competitions, poem writing, extempore presentation, and other extracurricular activities at the University level.
- 2.2 **Hostel Development** - The Council shall send proposals and plans to create amicable and comfortable living conditions in the hostel.
- 2.3 **Maintaining lawfulness and enforcing rules** - The Council shall help the university authorities to maintain discipline among the students.
- 2.4 **Social Activities** - The Council may suggest ways and means to promote various social activities by the students in and around the campus, such as literacy, cleanliness, health & hygiene or other social issues of concern, which may be deemed appropriate from time to time.
- 2.5 **Cultural Activities**-The Council shall help in organizing cultural activities at the college as well as University level. The Council will motivate the students to participate in different cultural activities.

**2.6 Sports** - The Council shall help in organizing sports activities at the college as well as University level. The Council will motivate the students to participate in different sports activities.

### **3. CONSTITUTION:**

**3.1** The Students' Council shall be the apex body for students affairs and shall function under the Chairmanship of Hon'ble Vice-chancellor.

**3.2** Dean Student Welfare will help in smooth functioning of students' council as and when required or as instructed by Hon'ble Chairman.

**3.3** All constituent colleges shall be represented in the student council.

**3.4** Each college will have 04 members in the student council.

**3.5** Those colleges, that have more than 500 students or are running postgraduate courses, shall have 02 members (one from UG and one from PG).

**3.6** Students' council members shall be nominated based on the academic performance.

**3.7** All student council members will be given student council badges, which they will always wear during their stay in the university. At the end of their tenure, they will receive a certificate for being a member of the students' council.

**3.8** If student council members are working for University activity, or involved in University meetings etc., they will be granted attendance for that duration.

### **4. ELIGIBILITY CRITERIA FOR STUDENT'S NOMINATION TO THE COUNCIL**

**4.1** The candidate should not have any academic arrears (back due to failure in any one or more subjects) in the year of their nomination.

**4.2** The candidate shall have attained the minimum percentage of attendance (75%).

**4.3** The candidate should not have been subjected to any disciplinary action by the University/college authorities.

**4.4** He/she should not have been involved in the act of violence, assaults, and use of unfair means in the examination.

**4.5** He/She should be regular participant in sports and cultural activities.

**4.6** The candidate shall be a regular, fulltime student of any department/ school in the University campus. That is to say that students studying through distance or part time courses etc. shall not be eligible.

## 5. PROCEDURE OF SELECTION

**5.1** Students' council members from each constituent college will be chosen by an individual college level committee consisting of - □ Batch mentor of each year. (To be provided by HOI to Registrar)

One student member of final year and internship, who has more than 75% attendance and has regularly, participated in cultural/sports events (to be provided by HOI to Registrar).

**5.2** The students for student's council should be selected only from 1<sup>st</sup>/2<sup>nd</sup> year student in a 4-year course and 3 or 2-year course.

**5.3** Appropriate gender balance in the Council shall be given priority but will not be a necessary rule.

**5.4** The above committee will sent the name of selected student council member directly to the Hon'ble chairperson.

**5.5** The university student council shall have an executive committee. Namely: 1. President 2. Vice-President 3. Secretary 4. Joint Secretary 5. Sports Secretary 6. Cultural Secretary 7. Treasurer. They shall be elected by simple majority votes from amongst its members.

## 6. ELECTION PROCEDURE TO ELECT PRESIDENT, VICE-PRESIDENT (VP) AND SECRETARY OF STUDENTS COUNCIL

The election procedure to elect the President, VP & Secretary of the student council would be as follows:

**6.1 Announcement of the Election:** The university administration will announce the date and time of the election, as well as the eligibility criteria for candidates.

**6.2 Election Meeting:** A meeting of all student council members will be held as per notification. Nominations for all the above posts would be asked on the floor. Each nomination should be proposed by a council member and seconded by another member.

- All the contesting candidates shall have to address the student body. He /she shall speak about their qualifications and plans for the office they are contesting for, outlining their vision and positions on various issues.
- Once all the candidates have finished, the council members present will raise their hands to vote.
- The hands will be counted, and the candidate with majority hand raisings will be declared elected for the post.

**6.3 Felicitation:** Finally, the winner will be announced, and shall be given time to prepare for adopting their office responsibilities. The president and secretary will select the additional posts of Joint secretary, sports secretary and cultural secretary.

**6.4 Swearing-in Ceremony:** There will be swearing-in as the President, VP, Secretary and other post holders of the student council in a formal ceremony. They will be required to take an oath to uphold the values and principles of the university and to serve the student body to the best of their

abilities.

**6.5** It is important to note that the election procedure may vary depending on the university's policies and procedures and may be subject to change from time to time.

**6.6 Code of Conduct for election process:**

Council members neither shall indulge in, nor shall abet, any activity, which may aggravate differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any groups of students.

- There shall be no criticism of other candidates.
- Places of worship within or without the campus shall not be used for any propaganda.
- No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for canvassing.
- No candidate shall be permitted to carry out public meeting, or in any way canvass or distribute propaganda outside or inside university/college campus.

**7 FOLLOWING WILL BE THE CHARTER OF DUTIES OF EACH POST HOLDER**

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**7.1 President:**

- The president of the student council will be as per rotation for two year each.
- President cannot be re-elected consecutively for second tenure.
- The President is responsible for presiding over meetings of the Council.
- The President, with the Secretary will prepare the agenda for each meeting.
- The President will also represent the Council at meetings with administrative officials /management.
- The president's work will be reviewed based on the work done by him/her all year round.

**7.2 Vice – President:**

- To assist the President in helping out with the assigned tasks and in fulfilling the duties.
- Works with President to develop and implement strategies.
- Takes over as the presiding officer in absence of the President.
- To ensures all the members and active and in accordance with the ruled constitution.
- To coordinate the work of committees.

**7.3 Secretary:**

- The secretary shall be responsible for taking accurate minutes of all the meetings and maintaining records of all activities related to the council.
- The secretary shall be responsible for handling all correspondence related to the council and maintaining all communications with other or organizations.
- The secretary is responsible for maintaining schedules, agendas, and calendars for all upcoming meetings and events.

#### **7.4 Joint Secretary:**

- Helps the secretary in managing the council.
- Ensures smooth operations.
- Manages the events and assist in preparing and distributing agendas for the meeting.
- In absence of secretary, may act as secretary of the council.

#### **7.5 Treasurer:**

- Manage and oversee the finances of the council.
- It includes budgeting.
- Treasurer keeps the financial records, reports and ensures the responsible usage of the funds allotted.

#### **7.6 Sports Secretary and Cultural Secretary:**

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

#### **7.7 Batch**

#### **Ambassador:**

Each of the selected student/s to the council will also act as the Batch Ambassador for their respective college. They will act as the fundamental unit/resource of the information/input from the students of his/her college to the council. They shall disseminate the decisions and information shared by the council regarding the development activities to the college students.

### **8 MEETINGS OF THE COUNCIL** The Student Council shall meet every month mandatorily.

**8.1 Meeting Guidelines:** The Student Council meeting shall be intimated at least two days in advance to the members of the council. The Students Council meeting cannot be convened if either President or Secretary is absent.

**8.2** The Minutes of the meeting shall be recorded. No action can be taken by the president alone.

**8.3** If any student council member is absent for 2 meetings or 2 University programs consecutively, then they will be dismissed from the Student Council with immediate effect.

**8.4** At least 25% of the members must vote with the president for his/her action to have an effect.

**8.5** Copies of the minutes of the meeting should be handed over to the secretary of the next student council at the end of the term.

**8.6** The quorum of all the Council shall be one third of the strength of the Council and the agenda for the adjourned meeting shall remain the same.

### **9 SPECIAL INVITEES** The Council shall not invite any person who is not the staff of the University, nor will their members speak under the auspices of the Council to Non-university person or outside the campus without prior approval by the Chairman of the Council.

## **10 CONDUCT DURING MEETING**

**10.1** Due decorum shall be maintained and respect to the chair shall be paid by all in the meetings of the Council.

**10.2** A member wishing to take part in the discussion shall rise in his place and address himself to the Chair.

**11 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:

- Date, Time, and Venue
- List of the Members Present
- Details of any Specific Invitees from University officials
- Agenda Items and Outcomes/Resolutions of the Discussion
- Next meeting details (If discussed in a specific context)

**12 REPORTING:** The Student Council members shall share the reports/minutes of their meeting at any time to the Chairperson and CEO.

**13 ATTENDANCE:** After every meeting/ program, a cumulative attendance will be sent to the college, wherein the college by themselves will mark the attendance of the respective student.

**14 REPORT PREPARATION:**

- For all the events/ programs/ seminars being organized on College or University level, the concerned department will be responsible to share geotag and normal photos through E-mail to the Student Council office which will be then reported and documented by the Student council team.