



Sri Venkateshwaraa Dental College

**Standard Operating
Protocol
for
Student Council
Committee**



SRI VENKATESHWARAA DENTAL COLLEGE

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102. Tel : 0413-2644405

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Dr.Rajab Ali

Editorial Advisor
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President	: Vishnukumar. V
Vice President	: Yogeshwaran. R
General Secretary	: Sam Beniel. S
Joint Secretary	:Rubini M, Suruthi S
Editorial Secretary	: Abirami. A.R
Joint Editorial Secretary	: Merlin Maria. A, Thejaswini R
Cultural Secretary	: Shanmugapriyan. S
Joint Cultural Secretary	: Anitha. B
Sports Secretary	: Sangeetha. R
Joint Sports Secretary	: Sabarish. S
Secretary (Hospitality)	: Shanmugapriyan. K.R
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STUDENT COUNCIL

Introduction

The establishment of student council plays an integral and important role in the student community. Student council provides a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the college and the community. It is important that they be given the opportunity to express their views on issues of concern to them in the college. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the college. The guidelines mentioned are intended to provide practical guidance to student council members in the establishment and operation of the student council.

What is a Student Council?

A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students.

Why to have a Student Council?

The Student Council is an increasingly common feature in many colleges and had worked to the benefit of the institutes. Students have a valuable contribution to make to the betterment of their college and their involvement in the operation of the college is itself a valuable part of the education process for the students. A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college. Research indicates that Student Councils can improve academic standards and reduce dropout rates in colleges. Student Councils can create a sense of ownership of the college and its activities among the student population. The establishment of a Student Council gives students an opportunity to acquire the sort of communication, planning and organizational skills which will be of benefit to them in their future lives. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion. Moreover, the contribution made by a Student Council to the development of college policy in a number of areas can have significant benefits for students and the college. College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the community. At the end of the day, a Student Council will thrive only if students themselves are committed to the concept and to making it work.

The role of the student 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 students.
- To support the management and staff in the development of the college.
- To represent the views of the students on matters of general concern to them.



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A Student Council will identify activities that it would like to be involved in organizing, 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 Principal, teachers and other staff of the college, or to become involved in any issues that fall within their professional competence.

The Student Council and the Management

- The college shall establish and maintain procedures for the purpose of informing about the activities in the college.
- The college shall encourage and help students to set up a Student Council and shall assist a Student Council when established.
- The college shall draw up rules for the establishment of a Student Council which shall provide for the selection of members and the dissolution of a Council.
- The college will have a role in considering the rules governing meetings of the Student Council, and the conduct of its affairs.

The Student Council, the Principal and teachers:

The role of the Principal is of central importance in the establishment and operation of a Student Council. In assisting the Management in the development of college policy, and in working with teachers and to implement it at day-to-day level, the Principal is centrally placed in all aspects of the college's operations.

In the initial stages, the Principal, together with the other teachers, will assist in the development of a Student Council in several ways, for example, by discussing with students the role of a Student Council and the role of individual representatives on the Council and by advising on an appropriate constitution or statement of objectives. As the Council develops and begins to expand its role, the Principal will assist in guiding the Council's development, so as to allow for a constructive and purposeful Council.

More generally, the Principal can promote a college culture which recognizes the potentially valuable input that students can make, through a Student Council, into the development of the college. Similarly the interest and support of teachers will be of great value to a Student Council; particularly during the early stages of its development it is generally desirable for a member of the teaching staff to attend meetings of the Council. The support and guidance offered by a teacher will be very useful to a Council when planning its activities, and providing for a teacher to attend Council meetings will help to build a co-operative and good working relationship between students and staff of the college.



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Key functions of Student Council:

The functions and activities of a Student Council should support the aims and objectives of the Council and promote the development of the college and the welfare of its students. In planning and undertaking activities during the course of the college year, the Council should:

- Work closely with the management, teachers and students,
- Consult regularly with students in the college, and involve as many students as possible in the activities of the Council.
- There is a wide range of activities of benefit to the college community which a Student Council may wish to undertake, some of which are outlined below:
 1. Representing the views of the student body to the college management
 2. Promoting good communications within the college
 3. Supporting the educational development and progress of students
 4. Assisting with induction program
 5. Mentorship program for students
 6. Contributing to the development of college policy
 7. Assisting in college sporting and cultural activities
 8. Assisting the NSS activities in college

Guidelines for establishment and dissolution of Student Councils

The college after consultation with teachers draws up rules for the establishment of a Student Council, having regard to the following basic principles:

- 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:
- The Council should, as far as is practicable, be representative of the student community.
- The college shall at all times retain the right to dissolve a Council or remove a Council member, in accordance with these guidelines.

I. Establishing a Student Council:

The college should provide them, in a timely manner, with a copy of the rules it has drawn up in accordance with these guidelines.

Size and Composition of a Student Council:

The size and composition of a Student Council shall be determined by the college having regard both to the need for the Council to be representative of all students in the college and the need for it to function effectively. It may not always be appropriate for each class to have a representative on the Council. Appropriate gender balance on the Council should be given priority.

Nominations:

The whole team of students council is nominated by the Principal & faculties of Sri Venkateshwaraa Dental College on the basis of meritorious academic performances and their contribution towards college welfare.



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II. Dissolution of a Student Council

Normally a Student Council shall stand dissolved when the term of office of the members expires. Management may dissolve the Student Council before the expiry of its term in accordance with the rules and procedures governing dissolution. This will only happen in exceptional circumstances after consultation with all concerned. Where Management intends dissolving the Council, it will give the Council adequate notice of the proposal, and the reasons therefore. The Council will be allowed to appeal the dissolution to the Management or Principal of the college.

If the Student Council is dissolved another Council may be formed following the procedures outlined earlier. Where a Council is dissolved less than 6 weeks before the end of the college year, the appointment of a new Council may reasonably be left until the following academic year. Circumstances that may require the early dissolution of a Student Council include:

- Where a significant number of members of the Council have been involved in a serious breach of the college's code of behavior.
- Where serious irregularities have occurred in the functioning of the Council
- Where the activities of the Council have endangered the welfare of staff or students of the college
- Where serious financial irregularities have occurred

It will not be appropriate to dissolve a Council where only a few of its members have been involved in a breach of the college. In those circumstances, the college should only consider removal of those students concerned.

Removing a member or members of the Council:

Sometimes it may be more appropriate to remove an individual member (or members) of the Council rather than dissolve the Council as a whole. This may happen in two ways:

1. The Student Council may remove any member or officer of the Council for a continuing failure to attend meetings of the Council, or for a lack of commitment to the purposes of the Council, or for stated misconduct (including significant breaches of the college's code of behaviour). Such a decision should be taken on a majority vote of the Council, and the member should be given adequate notice of the proposal, the reasons therefore, and the opportunity to present his/her case.
2. The Management, on the advice of the Principal or on its own initiative, may remove a member of the Council in accordance with the rules and procedures in this regard. Both the member concerned and the Council should be given adequate notice of the proposal, the reasons therefore and the opportunity to appeal the removal to the Management or Principal of the college.
3. If any member wants to resign from the council it has to be done in accordance with the procedure.

Filling a vacancy on the Council

Where a member is removed or resigns from office, the resulting vacancy should be filled in accordance with the procedures.



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Getting started:

When students wish to start a Council in their college they should approach the Principal and ask for a copy of the rules for the establishment of a Student Council. Students should pay careful attention to the rules they are given and should not hesitate to ask the Principal if they don't understand some part of the rules or need advice in general. At this stage regular communication with the Principal and teaching staff is necessary as it is important that everyone works together and that trust is built up between the students involved and the staff.

The composition of a Student Council includes

President
Vice President
General Secretary
Joint Secretary
Cultural Secretary
Joint Cultural Secretary
Sports Secretary
Joint Sports Secretary
Editorial Secretary
Joint Editorial Secretary
Treasurer
Joint Treasurer
Hospitality & Food

The work of the Student Council

The Student Council as a whole has responsibility for:

- Working with the staff, Management and fellow students
- Communicating and consulting with all of the students in the college
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's program of activities for the year

Planning and Managing the Work

While the Student Council members all have a part to play in the activities of the Council, not all can or need to be involved in organizing the work. It is for this reason that the Council should appoint officers. It may also decide to establish subcommittees.

Subcommittees

Rather than trying to plan and organize every activity during the year, a Student Council may find that it is more effective to use subcommittees to plan and oversee specific Council activities. Subcommittees should be required to submit their plan to the Council for approval and should report back to the Council on their activities. It is a matter for the Council to decide how many members of the Council will sit on a subcommittee and the Council may choose to dissolve a subcommittee at any time.



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The role of the Council Members

President:

The President is responsible for presiding over meetings of the Council. The President, with the convener prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council. The President may also be designated to represent the Council at meetings with management.

Vice-Presidents:

The Vice-Presidents are responsible for assisting the President, and when the President is absent from a meeting he/she assumes the role of the President for that meeting.

Secretary:

The Secretary, with the President, prepares the agenda for each meeting and the Secretary then circulates it to all the members of the Council either in advance of the meeting or at the start of the meeting. This will involve consulting with the other Council officers in order to decide what will be included on the agenda. All agendas should include a provision for 'Any other business'; this allows Council members to raise a matter for discussion in the event that it has not been included on the agenda.

The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary these minutes can be circulated to all members of the Council either with the agenda for the next meeting or at the start of the next meeting. The Council can be given the opportunity to make any changes to the minutes before they are signed by the President.

The Cultural secretary along with Joint cultural secretary will be responsible for planning and conducting cultural events. The Sports secretary and Joint sports secretary will be responsible for all sports activities. The NSS incharge is responsible for conducting camps and social activities.

All secretaries should coordinate with the staff advisors whenever necessary.

Communication:

Regular, effective communication is the key to success for any Student Council. This doesn't happen by itself and it is a good idea to develop ways of keeping the college community informed of and involved in the various activities planned by the Student Council. Some examples include:

- Producing a student newsletter
- Providing updates to the Management, Principal and staff on the Student Council's activities and plans
- Keeping a student notice-board in the college where information on the Council's activities is posted
- Announcing upcoming events
- Providing an end of year report to the Management



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Communication between the Council and students:

The Student Council represents all students in the college. It is very important that students receive regular information on the plans and activities of the Student Council and that as many students as possible participate in events organized by the Council. Each member of the Council has a special responsibility and should ensure that their views are brought to the attention of the Council and that they remain fully informed of the Council's activities.

Procedures should be put in place to ensure that all students are fully informed about Council activities. One way of ensuring this would be to provide for regular meetings between individual members of the Student Council. The Council could also carry out a survey of student views on particular issues, or on the role of the Council itself.

Communication between the Council and the college Community:

Regular communication between the Student Council and management, Principal and staff provides the basis for building a good and lasting relationship, based on trust and respect, between students and the rest of the college community. Much can be achieved where all members of the college community work together towards common goals, and good communication is vital if a common understanding is to be reached on what those goals are, and how best to achieve them.

Good communication doesn't simply mean keeping everyone informed of planned activities; it also involves seeking their views and suggestions. It means consulting with, and sharing ideas with the management, Principal and staff members and listening to their suggestions and making sure that all sections of the college community understand the purpose and goals of the Student Council.

Having a teacher attend meetings of the Council on a regular basis also helps to improve communications. Also, the Principal may wish to address the Council from time to time on key issues affecting the college community.

Student Council Committee

Sr. No.	Members	Names	Signature
1	President	Vishnukumar. V	
2	Vice President	Yogeshwaran. R	
3	General Secretary	Sam Beniel. S	
4	Joint Secretary	Rubini M , Suruthi S	
5	Cultural Secretary	Shanmugapriyan. S	
6	Joint Cultural Secretary	Anitha. B	
7	Sports Secretary	Sangeetha. R	
8	Joint Sports Secretary	Sabarish. S	
9	Editorial Secretary	Abirami. A.R	
10	Joint Editorial Secretary	Merlin Maria. A , Thejaswini.R	
11	Treasurer	Vishwath. V	
12	Joint Treasurer	Thrisha. R	
13	Hospitality & Food	Shanmugapriyan. K.R	



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Sports Secretary	: Sangeetha. R
Joint Sports Secretary	: Sabarish. S
Secretary (Hospitality)	: Shanmugapriyan. K.R
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