

STUDENTS' COUNCIL

STRUCTURE, COMPOSITION AND FUNCTIONS

1. Students' Council: - There shall be a students' council in the college with the Principal as the patron. It shall comprise of:
 - a) President - 1
 - b) Secretary - 1
 - c) Council members - Two Representatives from each department in the college. B.A. (Programme) and B.Com (Pass) shall be treated as two separate departments for the purpose of sending two representatives in the council.

2. President and Secretary: - The President and the Secretary shall be directly elected by the students of the college, who, on the date of the notification of the election process, shall be on the college rolls or as decided by the college. The election shall be conducted through secret ballot on the plurality Principle and majority of valid votes cast would be the basis of the elections.

3. Eligibility for President and Secretary: - The eligibility for contesting for the post of the President and the Secretary shall be as following:
 - A: 75% attendance in the last academic session attended
 - B: 55% marks in the last examination passed
 - C: Good conduct in the college as per college records

4. Debate/ Address by the contestant before the Elections-

The Proctor and the Dean, in consultation with Patron of the Council, will organize a debate/ address by the contestants in the College premises for the benefit of students'. The details of this debate shall be decided by the Patron with the help of the Proctor and the Dean.

5. Other members in the Students' Council: - Two representatives from each department in the college shall be sent to the council- (A) One representative shall be selected from each department on the basis of last university examination passed. Hence, first year students would not be eligible for representation in this category. From the Second and the Third Year students of the department, whoever has the highest percentage of marks, based on the last university examination passed, without any paper backlog like essential repeat, etc., shall be eligible for the nomination to the council as representative of the department. In case of a tie, the 'Date of Birth' shall act as the 'tie breaker'-senior one getting selected. In case the date of birth fails to

break the tie, the toss of coin shall be used. (B) The second representatives from each department to the council shall be elected by the students of the concerned department. The electoral college shall comprise of all the students of the department, i.e., the first year, the second year and the third year students. All the students who would be on the college rolls on the date of the election shall participate in the election process to elect department's representative in the council. The first year students shall also be eligible to contest the election. The method of election within the department to elect the representative will be decided by the proctor and the dean academics in consultation with the patron of the council (Principal), or the Principal may ask the departments to evolve the method/procedure of election and communicate the result to the office. In the situation of a tie, the 'Date of Birth' shall be used as tie breaker – senior one getting elected. If the date of birth fails to break the tie, in that case toss of coin shall be used to break the tie. **This provision of electing 1 representative from each department shall be subject to certain criteria listed in Annexure -1**, which includes special provision to ensure adequate representation of girls' students in the council. (See annexure 1 for the scheme of reservation of seats for the girls).

6. Eligibility criteria for the elected representatives from the departments to the council: -

(A) 58% marks in the last examination passed (for first year students it shall be 60%)

(B) 80 % attendance in the last academic session (For the first year students' attendance of July & august shall be considered or the endorsement/certification by the department of his/her regularity.

(C) Good conduct in the college and active participation in the departmental activities.

Representation in the students' council on the basis of 'co-curricular and extra-curricular activities': From a) the 'Art and Culture' society b) NSS c) Sports d) NCC one representative from each society shall be elected/nominated in the council for the academic session. These elected/ nominated members shall have equal status in terms of voting rights, etc. as that of the representatives of the various departments.

Composition of the Students' Council at a glance: -

(A) - President -1

(B) - Secretary -1

(C) - Two representatives from each department in the college – 22

i)	Business Economics	- 2
ii)	B.A.(Prog.)	-2
iii)	B. Com (Hons	-2
iv)	B. Com (Pass)	-2
v)	Computer Science	-2
vi)	Economics	- 2
vii)	Hindi	- 2
viii)	History	- 2
ix)	Mathematics	- 2
x)	Political science	- 2
xi)	Psychology	- 2
		=22

D) Elected/nominated members for co-curricular and extra-curricular activities – 4

Total membership of the Council, including the President and the Secretary - 28

7. Functions of the Council: - The student's council shall coordinate with the college in all the co-curricular and extra-curricular activities in the college, including organizing activities like college fest (Academic and Cultural), Debate, Blood donation camp, Cultural and musical activities or, any other activity decided by the college from time to time and assigned to the council. All decisions in these matters shall be decided by the majority votes in the council. In a situation of a 'tie', the President shall have the casting vote. But he shall not vote in the first instance.
8. Budget: - The council shall prepare its annual budget. It shall judiciously allocate fund to the different activities under taken by the Council. For this purpose, the Council shall also prepare a calendar of its activities. All these – budget and calendar of events – shall be decided in consultation with the Proctor and the Dean (Academics) and approved by the Principal as the Patron of the council. All the decisions of the Council in these matters shall be subject to the Patron's approval.

9. Selection of other functionaries by the Council: - The Council shall elect among themselves (A) Student Convener of the Art and Culture Society (B) Student Convener of the debating society (C) Magazine Editor D) Student Convener NSS E) Student Convener, NCC

The President and the Secretary shall not accept any of the above mentioned responsibilities.

10. In case the council is of the opinion that in any academic session, specialised skill (like Debate, Magazine editing, etc.) has not got adequate representation, it may request the Principal (Patron), with prior approval of the Proctor and the Dean, to co-opt few members to the Council. But the number of such co-opted members by the Principal shall never be more than 2 in any academic session.

11. Proceedings of the Council - The proceedings in the council shall be presided over by the President, who shall act as the president in the council. In case the President is not available the Dean/Proctor shall nominate the chair.

12. Removal:- the council shall have the power to remove any member, including the president and the secretary, with two third ($2/3^{\text{rd}}$) majority of total members of the council. The removal process shall be initiated by giving a notice of this intent, signed by 50% members, to the Patron (Principal) and duly signed by the Proctor and the Dean. A two-week notice shall be required for the due process of the removal to begin. In case the President and the Secretary are removed through the due process, that is notice of two weeks and the voting in the presence of the Proctor and the Dean, the council shall elect the replacement for the remaining period of the terms and no general election shall take place for this purpose. The process of the removal of all the other members, including the nominated and the co-opted ones, shall be the same as that of the President and the Secretary. The voting method in the Council (secret ballot or the head count) shall be decided by the Dean and the Proctor.

13. Resignation: Any member, including the president and the secretary, may resign by writing to the Patron of the Council, that is the Principal of the college, through the Proctor and the Dean. In the event of the resignation of the President and the Secretary there shall be no general election in the college. The Council shall elect the replacement from its members for the remaining period of the term.

14. Termination of membership: - The term of any member of the council shall come to end if he or she comes under disciplinary proceedings of the college.

15. Girls representation in the Council: - In order to promote girls' participation in the corporate life of the college every year at least three girls' representatives shall be elected from the elective component of various departments as per the annexure-1 of this act. For ensuring this, a system of rotation shall be followed to reserve seats/departments each year. Annexure 1 lays down in details the process of this election. The process shall be based on the criteria of 'Alphabet' based rotation of departments for selecting the department for reserving the seats for the girls. Beginning with 'A' and ending with 'Z', each year three departments' shall be reserved only for girls' students to contest for the membership of the Council. The coming year, the next three departments following the alphabetical order, shall have similar reservation of seats. Once the full cycle is completed from 'A' to 'Z' again the process will start with alphabet 'A' or whatever matches with the college department's name. The Principal shall notify the names of the reserved departments for girls 'students at the commencement of the electoral process.
16. Oath – Once the election, nomination and co-option process are completed, the Principal shall notify the constitution of the 'Students Council' of the college for the academic year. The President, the Secretary including the members of the Council shall be administered oath by the Patron of the Council (Principal), or he may nominate the Dean/Proctor for this purpose. After the oath, the Council shall start functioning as duly constituted.
17. The meeting of the Council should be held at least once in a semester to discuss various academic and cultural events of the college.
18. Convening of the Students' Council – The president of the Council shall convene the council from time to time by writing to the Principal, through the Dean and the Proctor and seeking his permission. The Secretary shall notify the date, time and the agenda of the meeting after the approval of the Principal is granted.
19. Convening of the Council by the members - The members may also ask for the meeting of the Council by writing to the Principal, with 50% members signing the requisition letter. The minimum period required for requesting the Principal to convene the meeting shall be 14 days and the Principal shall convene in maximum period of 21 days.
20. Advisory Council - There shall be a 'Advisory Council' of teachers to supervise the 'students Council'. It shall comprise of two teachers' representatives appointed by the council and they will be called a) The Dean Students b) The Proctor.

The Proctor shall look after the disciplinary matters arising out of the functioning of the Council. 'The Dean Students' shall be supervising curricular and extra-curricular matters of the Council. Both the Proctor and the Dean shall closely supervise and help the Council to discharge its responsibility. All the communications from the Council to the Principal shall be routed through the Dean and the Proctor. Till the time, the Staff Council of the college does not appoint the Proctor and the Dean and the necessary changes are not made, the Principal may ask the Students' Advisory Committee of the Staff Council to discharge this responsibility.

- 20 Academic Advisor to the Departments – Every department shall have an academic advisor to look after the subject specific society. The Teacher-in-charge of the forthcoming year shall be ex officio academic advisor of the department. The Dean and the Proctor may from time to time, as and when required, consult the academic advisors of the different departments for the smooth functioning of the Council.
- 21 Notwithstanding, the above mentioned provisions for the formation of Students' Council, if a situation arises where it is not possible to put in place the Students' Council for the academic year, the Principal as the Patron, in consultation with Advisory Council (Academic Advisors to various Departments and Societies) and the Proctor and the Dean will nominate members to the Council and put the Council in place.

ANNEXURE- I

Reservation of seats for girls to represent the department in the student council in alphabetical order- Three seats

2016-17

BA (Prog)

B.Com(Pass)

B.Com (Hons)

2017-18

Business Economics

Computer Science

Economics

2018-19

Hindi

History

Mathematics

2019-20

Political Science

Psychology

From 2019-20, cycle will get repeated. If new department comes any time from now, it will figure in the cycle of 2019-20. If no such Department comes till 2019-20, in that case the third slot in the 2019-20 cycle will get repeated from 2016-17 cycle.