

# UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES

SAIFAI, ETAWAH

विद्यार्थी परिषद



Student Council

**RULES AND REGULATIONS**

# UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES

## SAIFAI, ETAWAH Student Council

### 1. OVERVIEW

The establishment of student councils play an integral and important role in the student community and is also an important stake holder of the University. Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the university and the wider community Students have a voice and a contribution to make to the university.

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.

It is important that they be given the opportunity to express their views on issues of concern to them in the university. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the university. The guidelines mentioned in this manual are intended to provide practical guidance to student council members in the establishment and operation of the student council.

A Student Council is a group of elected and volunteer students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in university affairs and activities give opportunities for student experience in leadership and encourage student / faculty / community relations.

Through projects and activities, student councils work to:

- 1) Promote Citizenship
- 2) Promote Scholarship
- 3) Promote Leadership
- 4) Promote Human Relations
- 5) Promote Cultural Values

#### 1.1 PROMOTE CITIZENSHIP

- By supporting and further developing democracy as a way of life.
- By involving students in meaningful, purpose-oriented activities.
- By helping each student develop a sincere regard for law and order appropriate to this democratic society.
- By leading each individual in developing a sense of personal responsibility and earned self respect.

- By example through teaching the processes and procedures of a democracy.
- By encouraging desirable attitudes and the continuous upward development of valued patterns of good citizenship.
- By providing a forum for student opinions, interests and desires so these may be understood by the entire student body, faculty, administration and community.
- By honestly reflecting and interpreting the student viewpoint.

### **1.2 PROMOTE SCHOLARSHIP**

- By contributing to the total educational growth of all students in the school.
- By encouraging highest standards of scholarship and positive student involvement in learning and thinking.
- By providing experience in genuine problem-solving procedures.
- By providing training and experiences in the skills and techniques of good citizenship and leadership to prepare articulate citizens and leaders for a progressing society.

### **1.3 PROMOTE LEADERSHIP**

- By providing young people with the power and right to speak and, especially, the power, right and privilege of being heard by those in authority.
- By avoiding the commercial or cultural exploitation of students.
- By providing coordination of school-sponsored student activities with constant evaluation in terms of the selected purposes.
- By promoting opportunities for leadership among student body members.
- By utilizing the ideas and support of students in solving relevant school problems.

### **1.4 PROMOTE HUMAN RELATIONS**

- By helping create harmonious relationships among faculty, administration, student body and the community.
- By providing organized services to the school in the interest of the general welfare.
- By communicating purposes, activities and the other positive elements of school life through mass media to the entire community.
- By helping young people further realize the genius and dignity of each individual.

### **1.5 PROMOTE CULTURAL VALUES**

- By sparking school loyalty, pride, patriotism and individual student development.
- By providing real experiences in group development and human understandings.
- By helping students earn and protect individual rights and responsibilities.
- By selecting projects and activities which seek to achieve purposes which are significant in the life of the school community.
- By giving young people deeper reasons for attending school and the stimulus for developing commitments to worthy goals.
- By helping each student reach maximum educational growth and development.

## **2. OBJECTIVES OF STUDENT COUNCILS**

- 1) To initiate, implement, and complete projects and activities which will be of help to the school, the students, the faculty, the administration, the Board of Trustees and the community.
- 2) To develop and provide opportunities for leadership and service in the local school and in the community.
- 3) To encourage personal growth of leaders through participation in district, state and national meetings and organizations.
- 4) To provide a living workshop of democratic processes, through such activities as elections, participation in a constitutional representative assembly, etc.
- 5) To contribute to the educational experiences of students by providing them with a positive involvement in the school, with widened areas of responsibilities and with more direct participation in organizing and implementing activities.
- 6) To promote respect for law and order and general welfare of the school and community.
- 7) To promote an awareness of human relations, of power structures and how one effectively operates within them. These objectives are realistically approached through increasing avenues of cooperation among the administration, faculty and students.
- 8) To improve understanding between and within groups through interaction and communications.
- 9) To develop student potential and encourage to make a well-informed, honest, interested and active citizenship.
- 10) To develop not only leadership abilities within the youth of today, but also leadership for the community, state and nation of tomorrow. In this process, it is also the objective to develop an awareness of good leadership qualities, hopefully, for a more informed, concerned and active citizenry of tomorrow.
- 11) To increase student involvement and school pride.

## **3. CONSTITUTION OF STUDENT COUNCIL**

The Students' Council shall consist of the following members, namely:

- 1) Vice Chancellor- Patron
- 2) Dean Student Welfare (DSW) - Chairman
- 3) Dean of respective Faculty – Co-Patron
- 4) Officer In-charge & Convenor – 01 Faculty Member (Nominated by Vice Chancellor)
- 5) Co-ordinator – 01 Faculty Member (Nominated by Respective Dean)
- 6) President – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)
- 7) Vice President – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)

- 8) Secretary – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)
- 9) Joint Secretary – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)
- 10) Sports Secretary – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)
- 11) Cultural Secretary – 01 Student (Nominated by Respective Dean, Officer In-charge and Co-ordinator)
- 12) Editors – 03 Students (Nominated by Respective Dean and Co-ordinator)
- 13) Representatives from each class/Batch called as Class Representative (CR) – 01 Student from each class/batch (Nominated by Respective Dean and Co-ordinator)

### **3.1.1 TENURE:**

The tenure of the Student members in the Student Council shall be generally one year, however they may continue for a maximum duration of two years with the discretion of the Dean Student Welfare. The faculty members in the student council are subjected to change on the reasons of resignation/termination or any decision taken by the Vice-Chancellor in the best interest of the University.

## **4 OFFICE BEARERS AND RESPONSIBILITIES**

### **4.1 DEAN STUDENT WELFARE**

Dean Student welfare will be the Chairman of the all Student Councils. He will have discretion for continuation of the respective student council for more than a year as per the requirement. The DSW will chair the meetings of student councils and shall overview the progress.

### **4.1 FACULTY IN-CHARGE (CONVENOR):**

The Faculty In-charge will be convenor of all Student Councils of the university. He will keep and maintain the office and documentation. The coordinators of respective student councils shall report to the In-charge about new proposals and proceedings. The In-charge will arrange the meetings of the council as or when required with prior permission of the Vice Chancellor through DSW.

### **4.2 CO-ORDINATOR:**

One Faculty member as coordinator of the Students' Council from each Faculty, primarily acts as the advisor of the student members in the Student Council. The coordinators of respective student councils shall report to the In-charge about new proposals and proceedings.

### **4.3 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



coordinator in the council. The President may also be designated to represent the Council at meetings with administrative officials through Officer In-charge.

#### **4.4 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.

#### **4.4 CLASS REPRESENTATIVE:**

The role of the Class Representative 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.

#### **4.5 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.

#### **4.6 EDITORS**

Improving communication within the university is a shared responsibility and the editors can contribute to this process. Making presentations for information of activities, keeping a Student Council notice-board, organising a regular newsletter and press notes.

### **5 PROCEDURE**

All the student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited and nominated by the consent of Dean, Officer In-charge and coordinator. The Class representative will be nominated by the Head of Department in consultation with respective coordinator. Cultural activities representative and Sports activity representative are nominated by Cultural Coordinator and Sports Coordinator of the respective Faculty. Appropriate gender balance in the Council shall be given priority.

### **6 ELIGIBILITY**

- a) All the bonafide students on the rolls of the institution are eligible to be nominated.
- b) Candidate should not have any academic arrears in the year of nomination.
- c) The candidate shall not have been subjected to any disciplinary action by the University authorities.

### **7 THE ROLE OF STUDENT COUNCIL**

The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students. However, in no case/situation Student Council shall not and cannot influence/force/alter the decision making procedure of the administrative officials.

## **8 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.

## **9 STUDENT COUNCIL MEETINGS:**

The Student Council shall meet twice in a year. 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. The Co-ordinator will present the minutes of meeting to the Vice chancellor through the Dean and Officer In-charge.

## **10 GUIDELINES**

The Student Council meeting shall be intimated at least fifteen days in advance to the members of the council by the co-ordinators. The Student Council meeting cannot be convened if the faculty in-charge, co-ordinator, President and Secretary are absent. The Minutes of the meeting shall be recorded by the co-ordinator and should be made available to the Faculty in-charge of the Council after getting signature from all members.

## **11 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) Confirmation of the last minutes of meeting.
- 2) Action taken on the decision of last meeting.
- 3) Date, Time and Venue of present meeting.
- 4) List of the Members Present.
- 5) Details of any Specific Invitees from Administration.
- 6) Agenda Items and Outcomes/Resolutions of the Discussion.
- 7) Proposal for next meeting (If discussed in a specific context).

## **13. REPORTING AND DISSOLUTION**

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Vice-Chancellor through Officer In-charge. 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 cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Vice-Chancellor of the university.