

SANKALCHAND PATEL UNIVERSITY, VISNAGAR
STUDENT COUNCIL
GUIDELINES- A.Y.2025-26

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1. Purpose

The purpose of the Student Council (SC) is to serve as an effective communication medium between the administration and students. Even though there is a fair chance for every student to communicate at any time with the administrative officials, the Student Council acts as the interactive body facilitating the primary level of communication. Student Council also assists in the 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 to the development of students' leadership skills, program planning, and volunteering.

2. Student Council Constitution

The University's Student Council shall consist of the following members, namely: 1. Nodal officer 2. General Secretary 3. Joint Secretary 4. Joint Sports Secretary (JSS) 5. Joint Cultural Secretary (JCS) 6. Treasurer. The Student Council will be formed every year based on the merit of the students.

Nodal Officer:

The Dean, Student Affairs will serve as the **Nodal Officer**. He/She will primarily act as the advisor of the student members of the Student Council. He/She will act as a single point of contact for any student-related matter. Under the guidance of the Dean, of Students Affairs all the members of the Student Council follow. To support the Dean, Student Affairs, each constituent institute must have an Institution Student Council In-charge (ISCI). The cultural in-charge (SPU) and sports in-charge will communicate the respective events schedule of the university to the Student Council through the Nodal office, and will also supervise the Student Council activities relevant to them.

2.1 Procedure

All the student office bearers are the nominated posts. This nomination will be purely based on the merit of their leadership activities exhibited during the previous years. The Class representatives otherwise known as "**Class Ambassadors**" will be nominated by the Head of the Department in consultation with the class mentors. Cultural activities representative and Sports activity representative will be nominated by the Cultural Coordinator and Sports Coordinator of the institution. Appropriate gender balance in the Council shall be given priority.

2.2 Eligibility

1. All the bonafide students on rolls in the institution will be eligible to be Nominated for the Student Council posts.
2. Candidate should not have any academic arrears/backlogs in the year of nomination.
3. The candidate shall not have been subjected to any disciplinary action by the Institute authorities.

3. The Role of the Student Council

The fundamental role of the Student Council will be to facilitate the sharing of information between administrative officials and the students.

The set of objectives for the council shall be:

1. To promote an environment conducive to educational and personal development.
2. To support the management, administrative officials, and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council.
3. To represent the views of the students on matters of general concern.

However, in no case/situation, the Student Council shall not and cannot influence/force/alter the decision-making procedure of the administrative officials/Management.

3.1 Key functions

The functioning of the Student Council will adhere 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 will be:

- To work closely with the administrative officials, teachers, and students.
- To be easily reachable for the students in the institution.
- To ensure maximum student involvement in the student development activities of the institution.

3.2 Office Bearers and Responsibilities

General Secretary: The General Secretary, with the Nodal Officer, will prepare the agenda for each meeting. The General Secretary will then circulate it to all the members of the Council at the start of the meeting. In the absence of the Nodal Officer, the Secretary will preside over the council meeting.

Treasurer: The treasurer will maintain the records of the budget approved for any event/activity and expenses done for the same. The treasurer will prepare a report of budget (income & expenses) for an event and will submit it to the Nodal Officer after the completion of the event. He/she will coordinate with the institute's/university's accountant to perform his/her role effectively.

Class Ambassador: The role of the Class Ambassador will be to act as the fundamental unit/resource of the information/input from the students of his / her class to the council. The Class Ambassadors will disseminate the decisions and information shared by the council regarding the development activities to the class students.

Joint Sports Secretary (JSS) and Joint Cultural Secretary (JCS): Considering the diversity of the campus, student strength, etc. additional posts such as JSS and JCS are created to support the Student Council's routine activities. Every time, they will provide support for the active and smooth functioning of the student council. They will share the information about the sports and cultural events of the institution to the students. They will work with the Sports and Cultural Coordinator respectively, in the planning and development of the sports and cultural events of the institution. They will also prepare the reports of the activities/events conducted. The compiled report including the account/budget report (from the Treasurer) will be submitted to the General Secretary (Student Council) within a week of completion of the event/activity.

Institution Student Council In-charge (ISCI): The ISCI will be from the teaching fraternity and under his/her guidance each institute-level student council will work.

4. Tenure of the Student Council

The tenure of the student members in the Student Council will be of one year. Whereas, the faculty members are subjected to change on the reasons for resignation/termination/ or any decision taken by the Hon'ble Provost in the best interest of the Student Council of the institution.

5. Student Council Meetings

The Student Council shall meet twice in a year (once in the even semester and once in the odd semester). The faculty co-coordinator (ISCI) must attend the meetings of the Council. The support and suggestions of the faculty members will be necessary for grooming the leadership skills of the student members in the council.

5.1 Student Clubs

Student Clubs will be formed in each of the constituent colleges to conduct/organize events. A minimum of 4 clubs will be formed with the approval of the HOD and HOI/Principal as the

legal authority members (Committee). The clubs will have the following objectives or focus areas:

1. Sports
2. Culture
3. Co-curricular activities
4. Industry visits
5. Social responsibilities
6. Training & Placement

5.2 Guidelines

Institute / Department level meetings can be called by the ISCI in coordination with CR & LR. The meeting must be conducted once in a semester (for semester-wise programs) or twice in an academic year (for the programs running on an annual basis) to discuss various agendas and the Minutes of the Meeting should be prepared and maintained by the ISCI and submitted to the University's Nodal Officer (Dean, Students Affairs) quarterly. The Student Council meeting shall be intimated at least two days in advance to the members of the council. The SC meeting cannot be convened if the faculty coordinator, Nodal Officer, and General Secretary are absent. The Minutes of the meeting shall be recorded and made available to the faculty coordinator of the Council after getting a signature from the Nodal Officer. The Copies of the minutes of the meeting will be handed over to the General Secretary of the next student council at the end of the term.

5.3 Sample Format of Minutes of Meetings

The minutes of the meetings must clearly reflect the agenda points. The format of the Minutes of the Meeting shall comprise of the following items:

1. Date, Time, and Venue
2. List of the Members Present
3. Details of any specific invitees from administration/management
4. Agenda items and Outcomes/Resolutions of the Discussion
5. Approval of the last meeting's minutes
6. Agendas for the meeting details (If discussed in a specific context)

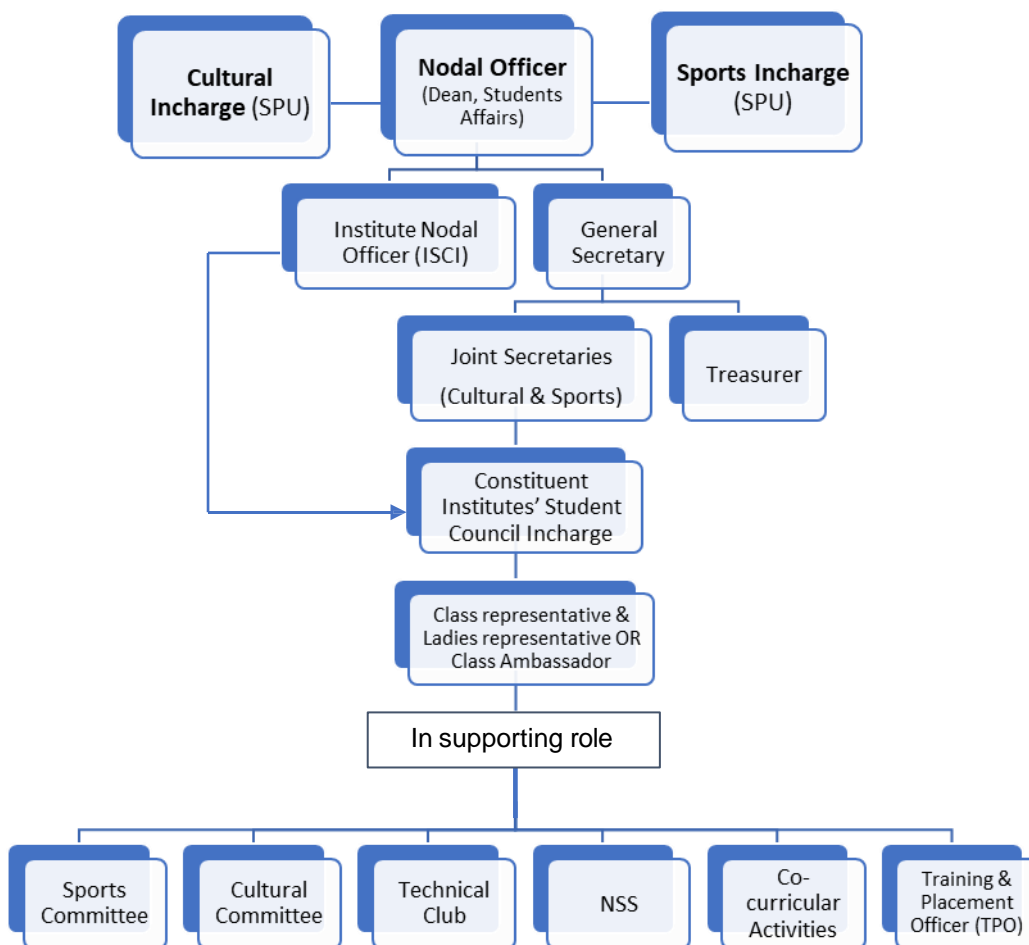
6. Reporting and Dissolution

The Student Council members will be liable to share the reports/minutes of the meeting at any time with the Hon'ble Provost/Registrar/Dean (Student Affairs).

The Dissolution of the complete Student Council (or any one student/faculty member) shall take place at any time (in special situations leading to such act) without prior notice by the Hon'ble Provost. Otherwise, a notice of one week shall be given seeking an explanation to show the cause/reason for not dissolving the council. The final decision of dissolution will always rest with the Hon'ble Provost of the University.



ORGANOGRAM of UNIVERSITY'S STUDENT COUNCIL



Date: _____

Place: Visnagar