

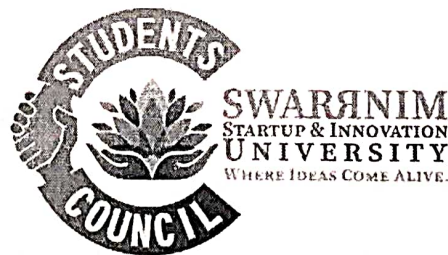


**SWARRNIM STARTUP AND INNOVATION
UNIVERSITY**

A POLICY GUIDELINE

FOR

SWARRNIM STUDENTS COUNCIL



Introduction:

The student council plays an integral, vital and important role in the student community. Student council act through their representative by which student can put their concerned issues beneficial to them and help in development of university also. The student council sets a platform through which student can reveal their views concerned to them in the University. Their issues should comply the mandate of the university too. 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. The Student Council is a representative platform through which students in the university can be involved in the affairs of the university, working in collaboration with the university administration, staff and students for the benefit of the university and its students. Students give a significant contribution for the betterment of their institute and their involvement in the operation of the institute 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 faculty members, students and university administration in the operation of their university/institute. Several studies reveal that student council can improve academic records of the students, decrease in misconduct behavior development among students, helpful in personality development, oratory skill development along with reduction in dropout rate of the students. Student Councils can also create a sense of belonging to the university/institute. Student Council gives students an opportunity to acquire the sort of communication, planning and organizational skills which will be beneficial 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 university policy in a number of areas can have significant benefits for students and the University. University policies are far more likely to be successful where they are clearly understood and accepted by all individuals directly or indirectly related to the university. At the end of the day, a Student Council will thrive only when its students themselves are sincerely dedicated and committed to the concept and to making it work.

The role of the Student Council:

A Student Council will set its own objectives under the purview of the university. Some general objectives could include:

- To enhance communication between students, university administration and staff
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To support the university administration and staff in the development of the University.
- To represent the views of the students on matters of general concern to the University.
- Development of professional integrity among students.



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 university administration. A Student Council should not through its activities interfere with, or detract from, the university authority or the teaching staff or faculty. Therefore it would not be a function of student council to interfere or discuss or comment on matters relating to the employment or professional affairs of the university, or to become involved in any issues that fall within their professional competence.

The Student Council and the University:

- The university shall establish and maintain procedures for the purpose of informing about the activities in the university.
- The University shall encourage and help students to set up a Student Council by forming different committees of students for different activities.
- The University 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 University will have a role in considering the rules governing meetings of the Student Council, and the conduct of its affairs.
- Last and foremost is that university administration will have the power to 2 dissolve the student council along with different student committees at any time without prior information.

The University administration will give active support to the student council. This could involve designating an advisor/guide to each and every student pursuing undergraduate and postgraduate degree in the University. In the initial stages Honorable Provost, together with the university administration, faculty members and other staff will assist in the development of a Student Council in different 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 statement of objectives. As the Council develops and begins to expand its role, Honorable Provost will always be available for guiding the Council's development, so as to allow for a constructive and purposeful Council.

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 University and the welfare of its students. In planning and undertaking activities during the course of the University year, the Council should:

- Work closely with the University administration, faculty and students,
- Consult regularly with students in the University, and
- Involve as many students as possible in the activities of the Council.



Various functions of the student council are outlined under:

Representing the views of the student, to the University administration will be one of the fundamental aims of student Council. It involves talking and listening to the student body, considering their views and concerns, and discussing them with the University administration on behalf of the students.

Another important function is supporting the educational development and progress of students along with job opportunity. The Student Council can contribute to the learning environment for students in the University.

Assisting with induction and/or mentoring for first year students. Starting st University life is a challenging new experience for 1 Year students. During the mentoring programme, senior students help new students to find their feet and can help their integration into the University community. Senior students are also supposing to aware their juniors regarding ragging consequences.

The Student Council is also supposed to contribute the development of University policy in a wide range of areas such as ragging, bullying, eve teasing, game spirit, uniform requirements, behavior code and extra-curricular activities.

The Council will work along with different sub-committees (viz., sports and games council, cultural committee etc.) related with student activities throughout the year. Assisting in University sporting and cultural activities Student Councils will assist in organizing and developing sports and cultural activities within the University or in inter college events, including, for example, sports days and Dance, drama or musical events.

Guidelines for establishment and dissolution of Student Council:

The council will follow the guidelines drafted by the university. The size and composition of a Council for students' activities shall be determined by the University. Appropriate gender balance on the Council should be given priority. The students who have won prizes in the previous academic year in the field of studies, research, games and sports, extracurricular activities and extension work will be given priority. The students, who had ever been involved in any notorious activity, on conduct probation, act of indiscipline or in any unfair means will never be entertained for the council. The Hon'ble Provost should appoint a Faculty Coordinator for the selection of representatives to the Student Council and its formation. The designated Faculty Coordinator should convene the first meeting of each newly formed Council. The first meeting of a newly formed Council should take place as early as possible in the beginning of academic year.

Normally a Student Council shall stand dissolved when the term of office of the members expires. University administration 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 University administration 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 University administration. Where 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 University academic year or during final examinations, 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 University'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 University.
- 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 University.

In those circumstances, the University 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. The University administration, on the advice of the Hon'ble Provost or on its own initiative, may remove a member of the Council in accordance with the rules and procedures in this regard.

serious breach of the University's code of behavior

Composition of the Committee:

The council for student's activities of the university should be constituted to monitor, manage, coordinate and smooth conduct of any extracurricular activities for the students/by the students. One committee of university administration/faculties should be constituted by the university authority to control the activities of the student's council/student's committee. The committee should be comprised of following members for the tenural basis of three years:

1. Patron : Provost of the university
2. General Secretary : Faculty Coordinator of Student Council
3. Members :
 - i. All Sports Coordinator
 - ii. All Cultural Coordinator
 - iii. Other nominated members from various departments

The composition of the Student Council for the activities of the students the University should include:

1. Council Head
2. Secretary
3. Members



Criteria for Selection of Student Council Members:

1. Discipline & Conduct

- Must maintain good behaviour and respect university rules and values.
- Should have no record of disciplinary issues or misconduct.

2. Leadership Qualities

- Ability to lead, guide, and inspire fellow students.
- Demonstrates responsibility and accountability in past activities.

3. Teamwork & Collaboration

- Works well with peers, faculty, and staff.
- Shows willingness to coordinate and contribute as part of a team.

4. Communication Skills

- Strong interpersonal and public speaking skills.
- Capable of representing student concerns, feedback, and suggestions effectively.

5. Event Management & Organizing Ability

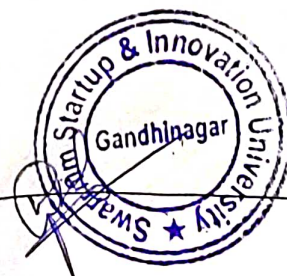
- Experience or interest in organizing cultural, technical, or social events.
- Ability to manage tasks, time, and resources efficiently.

6. Commitment & Enthusiasm

- Dedicated to participating in student-centric activities and university events.
- Shows enthusiasm, creativity, and initiative for student welfare programs.

Selection Process of Student Council Members:

- ✓ Application invited for new interested student through Google form or Recommendation for continuation of existing council members by faculty coordinator.
- ✓ Screening round of all interested students application by faculty coordinators.
- ✓ Interview round of selected students after Screening round by faculty coordinators.
- ✓ Final selected candidate result announced.
- ✓ Head of student council and Secretary are finalized in the first meeting of student council with Faculty Coordinator after new appointment of student council.



The Hon'ble Provost or Faculty Coordinator acting on behalf of the Hon'ble Provost may address the first meeting of the Council and this will be an opportunity for the student members of the Council to raise any particular issues or concerns in relation to their role and the role of the Council. Making provision for Faculty Coordinator to attend Council meetings over the course of the year also has significant benefits for the Council, as it means that there is a source of ongoing advice and support available. Where teachers are involved from year to year, it will also ensure some continuity in the activities of the Council.

Regular and 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 University community informed of and involved in the various activities planned by the Student Council. The Student Council represents all students in the University. 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/University authority.

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. Regular communication between the Student Council and University administration, Provost and staff provides the basis for building a good and lasting relationship, based on trust and respect, between students and the rest of the University community.

