



## Concept Note

### Student Council

#### ❖ Preamble:

The Council enriches student transformative experiences and promotes holistic development through a participatory approach improving efficiency and decentralization for improving effectiveness

The University student Council emphasizes communication, facilitation of events, and academic enhancements to implement NEP 2020 through collaborative learning environment considering gender diversity and inclusivity through Engaging in committees, clubs, and outreach programs fulfilling following needs.

- Inculcate collective leadership and integrated team with trust, collaboration and connection.
- Ignite existential way of thinking and action to establish harmony at individual, family, society and nature level.
- As per the NEP aspiration realize student's full human potential.
- Establish co-existential thinking and green thinking among students.
- Create transformative learning experience through participatory approach.

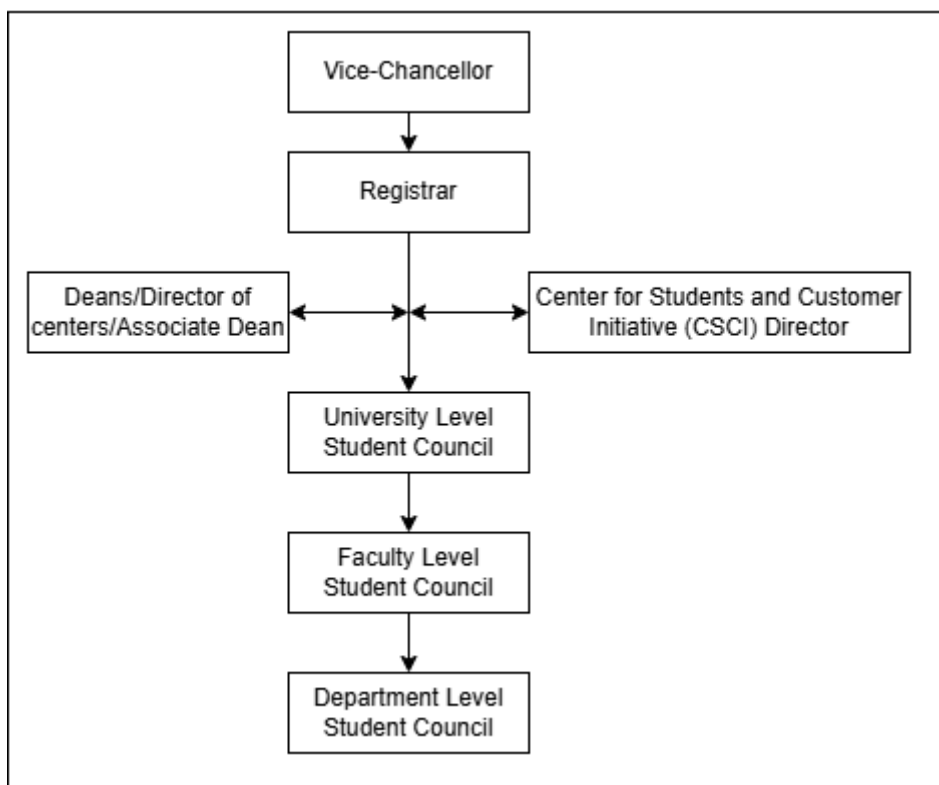
#### ❖ Objective:

- As key stakeholders, students play a vital role in the university, with the Student Council serving as an essential bridge between the administration and the student body.
- Student Council Member act as role models for their peers by demonstrating punctuality, discipline, proactive engagement in co-curricular and extracurricular activities, and dedication to skill development, and commitment to academic success.
- Policy updates, changes in academic syllabus, and other student-related initiatives are communicated to the Council Member, who then share these updates with their respective classes for open discussion and engagement.



- Student Council Member gather suggestions/feedbacks from their classmates and collaborate with the Core Committee and Leadership Team to implement a participatory approach to decision-making.
- They represent their class by sharing feedback, views, and suggestions on syllabus and curriculum improvements, including co-curricular activities, extracurricular opportunities, internships, and placement programs, with the aim of enhancing the student experience.
- Student Council Members are also responsible for sharing announcements and event circulars from the department, Faculty and university level, encouraging their classmates to participate actively and ensuring smooth execution of events and activities.

❖ **Student Council Structure:**



❖ **Role and responsibilities:**

- Inculcate leadership quality.
- Develop team-building abilities and foster a collaborative spirit.
- Enhance communication skills.
- Expertise in event management.
- Build a sense of ownership and pride in the university.
- Cultivate accountability and responsibility.
- Expand networking skills.
- Apply a participatory approach by presenting constructive feedback from their class on academic matters, co-curricular and extracurricular activities, internships, placements etc.
- Aware and sensitize for OBE components and graduate attributes.
- Inculcate of coexistence philosophy.

❖ **Constitution:**

**A. Department level Student Council:**

<b>Sr. No.</b>	<b>Member</b>	<b>Affiliation</b>	<b>Designation in Student Council</b>	<b>Remarks</b>
1.	01	HoD	Chairperson	
2.	01	Senior Teacher	Coordinator	
3.	03	Teacher of various specialization	Member	Mentor-mentee scheme
4.	One Male and one Female from each division	Students	Student Council Member	SEDGEs representation recommended



**B. Faculty level Student Council:**

<b>Sr. No.</b>	<b>Member</b>	<b>Affiliation</b>	<b>Designation in Student Council</b>	<b>Remarks</b>
1.	01	Dean	Chairperson	
2.	01	One Head of the Department / Senior Faculty	Member Secretary	Faculty coordinator
3.	All HoDs	All Heads of the Department	Member	
4	From all department	Department level student council faculty coordinator	Member	
5	01	CSCI representative	Member	
6	1	Member from CVMS cell	Member	Completed 6 month pathan
7.	One Male and one Female from each program and department at UG,PG, Diploma level	Students from diverse background maintaining gender equality	Student Council Member	SEDGEs representation recommended



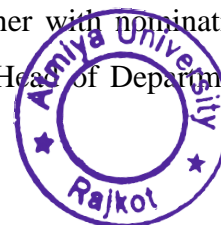
### C. University level Student Council:

Sr. No.	Member	Affiliation	Designation in Student Council	Remarks
1	01	Vice-Chancellor	Chairperson	
2	01	Registrar	Member	
3	01	One Dean/Associate dean/Director	Member secretary	Faculty wise rotation basis
4	All Deans	Deans	Member	
5	Centers/Cell	Directors of Centers/Coordinators of cell	Members	
6	01	NCC / NSS/ Sports / Culture	Member	
7	15	All Heads of the Department	Member	
8	01	CSCI representative	Member	
9	5	One Faculty from each Faculty / School	Faculty Co-coordinators	
10	23+(One Male and one Female from each Faculty at UG, PG, and Diploma level)	Students from diverse background maintaining gender equality	Student Council Member	SEDGEs representation recommended

#### ❖ Student nomination process:

##### A. Nomination of Division wise Department Student Council Member

- Division-wise nomination of Department Student Council Member will be conducted in-class by inviting nominations in the Presence of Class Teacher with nomination based on majority approval from students and finalized by the Head of Department



considering academic result, sports extracurricular participation and behavioral competency.

- Two Student council Member to be nominated from each class of UG, PG, and Diploma programs—one male and one female representative for the Department-Level Student Council. Where the class size exceeds 30 students. For classes with less than 30 students, a single member will be nominated.

### **B. Nomination of Faculty/school level Student council Member**

All department-level Student Council Member in the first meeting will nominate one male and one female representative from each program for the faculty/school-level Student Council. This nomination will be made from among final-year or pre-final-year department level Student Council Members in Consultation with the Head of Department, and Department Level Student Council Faculty coordinator.

### **C. Nomination of University level Student council Member**

All faculty/school-level Student Council Member within each faculty or school will nominate one male and one female Student Council Member from all faculty/School to serve in the university-level Student Council. This nomination will be made from among final-year or pre-final-year faculty-level Student Council Members, in consultation with the Dean/Associate Dean and the faculty-level faculty coordinator.

## **❖ Frequency of Meeting**

### **A. Departmental Student Council Meeting – (Minimum 2 in a Semester)**

Department-wise meetings will be held twice each semester once before the first faculty-level Student Council meeting and once after the University level student council meeting in the presence of HOD.

### **B. Faculty level Student Council Meeting – (once in a Semester)**

Faculty level student council meeting will be held once in each semester after all department level student council meetings and before the University-level Student Council meeting. This meeting will be in the presence of the Department level and Faculty Level Student Council Faculty Co-coordinators, Dean/Associate Dean of respective faculty/school. HoDs, Center for Students and Customer Initiative (CSCI)



representatives and a CVMS cell member. A meeting of all department-level Student Council Members within the faculty may be arranged as needed.

### **C. University Level Student Council Meeting – Once In a Semester**

A meeting will be scheduled after Meeting of all Faculty Level Student Council meetings and in the Presence of Administrative authorities, faculty Deans, CSCI representatives, HoDs, CVMS coordinator and all faculty-level Co-coordinators. Meetings with all department-level and faculty-level Student Council Members within the University may be arranged as needed.

#### **❖ Activities:**

#### **Department level student Council**

##### **A. Faculty coordinator**

- Compilation of the Division Wise Department Level Student Council Members in the starting of odd semester.
- Regularly schedule and conduct division-wise Departmental Student Council meetings.
- The meeting agenda should be decided in advance and communicated to the Student council Members.
- Minutes of the meetings, Action Taken Reports, attendance sheets, and photographs should be maintained regularly in the prescribed format.

##### **B. Student (Council Member)**

- Student council Member are responsible for organizing their class meetings to Communicate Updates and collect inspiring ideas.
- The meeting will focus on sharing constructive ideas, best practices, gathering suggestions, and collecting student feedback.
- Regularly attend Department Level Student Council meetings.
- If any Student Members are unable to attend the meeting, they will report the absence to the Departmental Faculty Co-coordinator.

#### **Faculty level student council**

##### **A. Faculty coordinator**

- Compilation of the Faculty level student council members in the starting of odd semester.
- Regularly schedule and conduct faculty-level Student Council meetings.



- The meeting agenda should be decided in advance and communicated to the Student Council Members.
- Verify the compilation of ideas and feedback gathered from students during departmental meetings and present them at the faculty-level Student Council meeting.
- Maintain minutes, Action Taken Reports, attendance sheets, and photographs of the faculty-level meetings in the prescribed format. Additionally, prepare a compiled report to be submitted to the relevant authorities.

#### **B. Student (Council Members)**

- Faculty-level Student Members are responsible for coordinating their faculty level and department-level Student Council meetings, with the Faculty or department-level Faculty coordinator and Dean/HoDs.
- The meeting will focus on sharing constructive ideas, best practices, suggestions, and gathering feedback on student concerns at the faculty/school level.
- Compile ideas and feedback received from students in departmental meetings and present them at the faculty-level Student Council meeting.
- If any faculty-level Student Members are unable to attend the meeting, they must report the absence to the Faculty-level Faculty Members.

### **University level student council**

#### **A. Faculty coordinator**

- CSCI is responsible for scheduling university-level Student Council meetings regularly and coordinating with Administrative authorities to facilitate the meetings.
- The meeting agenda should be decided in advance and communicated to the University-level Student Council Members.
- Verify the compilation of ideas, feedback, and concerns received from the faculty-level Student Council meetings and present them at the university-level Student Council meeting.
- Maintain minutes of Meeting, Action Taken Reports, attendance sheets, and photographs of the university-level Student Council meetings in the prescribed format. Additionally, prepare a compiled report and present it to the relevant authorities.





## **B. Student (Council Members)**

- University-level Student Council Members are responsible for organizing university-level Student Council meetings, with the presence of Administrative authorities, CSCI, and HoDs, after finalizing the meeting agenda in advance.
- The meeting will focus on sharing constructive ideas, best practices, suggestions, and gathering feedback on student concerns etc. at the university level.
- Compile ideas, feedback, and concerns gathered from faculty-level Student Council meetings and present them at the university-level Student Council meeting.
- If any University-level Student Council Members are unable to attend the meeting, they will report the absence to CSCI.

