



Shri Tuljabhavani Bahuuddeshiya Samajsevi Sanstha, Vetalwadi's

**College of Education For Women, Kurduwadi**

**Tq. Madha, Dist. Solapur 413208**

## **Criteria No. 05**

### **Student Support and Progression**

#### **5.3: Student Participation and Activities**

**5.3.1: Student council is active and plays a proactive role in the institutional functioning.**

**Copy of constitution of student council signed by the  
Principal**



Shri Tuljabhavani Bahhuudeshiya Samajsevi Sanstha, Vetalwadi's  
**College of Education for Women, Kurduwadi**

**Secretary**

Dr. Magan P. Survase  
Ex. Edu. Dean  
(M.A., M.Ed., M.Phil., Ph.D.)

Email ID - [192.tuljai@gmail.com](mailto:192.tuljai@gmail.com)

**Principal**

Dr. Ravi M. Survase  
(M.A., M.Ed., NET, M.B.A., Ph.D.)  
Mob. 9921845999

Website- [www.coekurduwadi.org](http://www.coekurduwadi.org)

**Address- Bypass Road, Near Trimurti Hotel, Kurduwadi 413208**

## **STUDENT COUNCIL GUIDELINES**

1. Purpose.
2. Student Council Constitution Procedure Eligibility.
3. Role of Student Council Key functions Office bearers and Responsibilities.
4. Student Council Meetings Guidelines Sample format of the Minutes of the Meeting
5. Dissolution of the Council

### **1. Purpose:**

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 student the institution. The Student Council provides scope to contribute in the development of student's leadership skills, program planning and volunteering Madden Cones Constitution.

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**College of Education for Women, Kurduwadi** Students Council shall consist of the following members


1. General Secretary
2. Deputy General Secretary,
3. Academic in Charge
4. Cultural In charge
5. Sports In charge.

However, if the Principal and faculty charge feel the Student Council is not effective in performing the duties, the same will be dissolved and new committee only through selection is appointed.

### **3.1 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:

1. Work closely with the administrative Officials, teachers & Students
2. Should be easily reachable to the students in the institution.
3. Involve as many students as possible in the student development activities of the institution.
4. Office bearers and Responsibilities.

  
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## 1. General Secretary


The General Secretary (GS) is responsible for presiding over meetings of the Council. The OS, with the Deputy General Secretary, prepares the agenda for each meeting on the advice of the faculty members in the council. The GS may also be designated to re meetings with administrative officials /management. The General Secretary (GS) heads the Student Council and coordinates activities among the members of the Council and the teachers and the students. The GS is expected to be a people skill, can manage conflict, and come up with solutions while keeping the overall good of the college in mind.

## 2. The Deputy General Secretary (DGS):-

The GS. Prepares agenda for each meeting. The DGS then circulates it to all the members of the Council at the start of the meeting, in the absence of GS, the DGS presides the council meeting with the approval of the Principal and Faculty In charge. Along with the General Secretary Dis the Student Council and coordinates activities among the members of the Council and the teachers and the students. The DGS is expected to possess qualities like that of the GS and is expected to be a team-builder.

## 3. Academic in charge

The role of the Academic information/input from the students of his/her class en topics of academic enrichment and academic related issues to the council. The Academic and information shared by the council regarding the academic related activities to the class students. The Academic In charge material and academic schedule and coordinates with the updated for the benefit of the students. The Academic is good with paper/ file organization schedules.

  
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#### **4. The Cultural in charge:**


Shares the information about the cultural events, Cultural celebration, and celebrating days of national and international importance, celebration of festivals to the students. The Cultural In charge takes charge of the monthly planner of events shared by the faculty In charge and plans for special assembly and events. Planning and presentation of the Annual Cultural day celebration is the responsibility of the Cultural In charge

#### **4. Sports in charge**


The Sports In charge shares the information about the various sports activities-indoor and outdoor sports events conducted by the institution. Celebration of International Yoga day, National Sports Day, and planning for monthly sports events to be done.

#### **5. Student Council Meetings**

The Student Council shall once in every semester and in case of special events as per the need and decision by the Principal and faculty and Student Council to attend meetings of the Council. The support faculty members will be very useful in grooming up the leadership skills of the student members in the council.

  
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#### 4.1 Guidelines

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 Principal, Faculty in charge, General Secretary/Secretary are absent. The Minutes of the meeting shall be recorded and should be made available with the Faculty the Principal.


#### 4.2 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. 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. Next meeting details (If discussed in a specific context).

#### 5. Reporting and Dissolution:

The Dissolution of the complete Student Council for any one student faculty member) shall be Taken place at any time (on special situations leading to such act without prior notice by the Principal, otherwise a notice of one week shall be given showing explanation to show the cause explanation for not to dissolve the council. The final decision of dissolution always rests with the Principal of the Institution.

  
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