



## **SOP FOR SIESGST STUDENTS' COUNCIL**

**In view of streamlining of Functioning, Selection process, Role, Responsibilities and Authorities of SIESGST Student Council, Standard Operating Procedure (SOP) is framed**

### **OBJECTIVE:**

The students' council is the constitutional representative body of the student community at the college level. Due to students' participation, it is easy for the college administration to conduct various programs like cultural, recreational, sports, awareness, and education and to provide society commitment services through NSS. It is nice platform for the students to present their views, ideas and interacts. An implicit view behind the constitution of students' council is to improve the quality of higher education.

In addition to planning activities that contribute to the college spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the college and the community.

### **I] CORE/SENIOR COUNCIL**

#### **[A] COUNCIL HEADS:**

1. PRESIDENT (From Final Year B. E students)
2. GENERAL SECRETARY (From Third Year students)
3. LADY REPRESENTATIVE (From Third Year Girl students)
4. NSS REPRESENTATIVE (From Third Year students)

*\*The post of student PRESIDENT, GENERAL SECRETARY, NSS representative can be held by a boy or a girl*

*\*The post of student LADY REPRESENTATIVE(LR) can he held only by a girl student*

## **[B] COUNCIL MEMBERS**

1. Technical Secretary  
Joint Tech Secretary
2. Cultural Secretary  
Joint Cult Secretary
3. Sports Secretary  
Joint Sports Secretary
4. Editorial Secretary (Literary)  
Joint Editorial Secretary
5. Treasurer  
Joint Treasurer
6. Media Secretary  
Joint Media Secretary
7. Creative Secretary  
Joint Creative Secretary
8. Design Secretary  
Joint Design Secretary
9. Logistics Secretary  
Joint Logistics Secretary
10. PR Secretary  
Joint PR Secretary
11. Marketing Secretary  
Joint Mark. Sec
12. Publicity Secretary  
Joint Publicity Secretary

1. The Council members are secretaries of all functioning boards and clubs of the college. The students holding the post of secretary will be from final year (BE) and the students holding the post of Joint Secretary will be from Third year (TE)
2. Both the secretaries will be holding equal responsibilities in proper functioning.

**NOTE: THE SELECTION FOR PRESIDENT, GENERAL SECRETARY, LR, NSS and important clubs such as TECHNICAL,**

SPORTS, CULTURAL will be done through an interview process carried out by the committee decided by the PRINCIPAL

## **II] JUNIOR COUNCIL**

### **[A] COUNCIL COORDINATORS:**

The coordinators for each board/team/club will be from their Third Year Engineering and will be elected by the Secretaries.

### **[B] CLASS REPRESENTATIVES:**

One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in full-time studies in the college

## **ROLES AND RESPONSIBILITIES OF THE STUDENT COUNCIL**

1. To officially represent all the students in the institute.
2. The President and GS should conduct regular meetings with the senior council members and gets everyone's opinion on a particular manner and only then will take an appropriate decision as he/she feels fit for the Council.
3. The Student Council will be responsible for ensuring good conduct, discipline, decent working environment and healthy interaction among the student community on campus.
4. It will be mandatory for all council members to attend all the mass event such as National Festivals celebrated in college, Annual Fest of the college and help fellow members in maintaining the decorum.
5. In case of indecency or indiscipline act by Council Heads, secretaries or Members/ Volunteers of any club is found or are found violating any rule of the college or club activity the authorities will have the right to suspend him/her from the post with appropriate reason.
6. Suggesting the administration to improve the student amenities to improve their career and personality.
7. Guiding the junior and needy students to improve their technical, organizational, and managerial skills by organizing seminars / symposia / workshops etc.

8. Encouraging innovative and creative skills of the undergraduate and post – graduate students.
9. Any activity to improve the knowledge and skills of the campus students.
10. Each club will maintain a calendar of events.
11. Each board/club must submit event wise annual report to their respective club in charge.

### **SELECTION OF STUDENT COUNCIL**

- The Nomination for the post will be called in the beginning of the academic year.
- The information regarding nominations will be intimated by the faculty in charge of the Student Council well before the actual date.
- An MS Form carrying questionnaire will be mailed to the students.
- Students desirous of contesting for holding the positions in the Student Council can apply through these forms.
- Interviews will be conducted based on the nominations received.
- The STUDENTS' COUNCIL will start functioning after the declaration of selective nomination for each post by the Principal.
- The STUDENTS' COUNCIL ceases to exist on the last day of an academic year. All the same, the Secretary acts as a medium between the students and the administration until the taking over of the positions by the next council.

The Questionnaire will have the following questions:

1. Name
2. Contact No.
3. Year
4. Branch
5. Position(s) Applying For
6. Have you applied for more than one post?
7. Events participated/won
8. Teams/committees/student chapters you have worked for
9. Position held in the teams/clubs/student chapters you have worked for
10. Achievement Curricular/extracurricular
11. List down the points highlighting your capability to lead the team

12. If elected, what will be your agenda and initiative for working in the team

13. Any technical development would you like to suggest /implement during your tenure.

14. Your CGPI

#### **RULES OF ELIGIBILITY**

1. Candidate should not have any live KT.
2. The candidate should have attained the minimum percentage of attendance as prescribed by the University.
3. The candidate should not have been subject to any disciplinary action by the institute authorities.
4. The candidate should be an active member of the club/team in his/her second year.

**SIESGST has the rights to modify/amend above policy at any given time**