



POLICY
ON
COMPOSITION OF STUDENT'S COUNCIL
(Revision-5)

No.: Reg. / Policy / 2023-24 / 02,

02 November, 2023

1. Introduction:

A transparent educational system requires better interaction with the students regarding their academic, administrative as well as disciplinary problems. The Students' Council (previously known as Students' Senate) was established vide order No. SRMCEM/IOM/2005-06 dated 12 July 2006 and further formulated through revised order No.: Reg. / Policy/2016-17/03 and Reg. / Policy / 2021-22 /01 dated 08 December 2016 and 06 April 2022. Now, it has been revised again to address the issues of the students more effectively. This Students' Council will have student representatives from each course, all HoDs and officials from the management. The scope, organization, charter of duties and eligibility of each student representatives are mentioned in succeeding paragraphs.

2. Scope:

Scope of student's council will cover following aspects: -

- (a) Suggestions/Problems related to conduct of lecture and tutorial classes.
- (b) Suggestions/Problems related to conduct and availability of equipment in labs.
- (c) Quality of teaching and feedback of teachers.
- (d) Suggestions/Problems related to availability of books and journals in library.
- (e) Suggestions/Problems related to Training and Placement cell.
- (f) Suggestions/Problems related to administration such as Hostel, sports facility, bus facilities, canteen, water and other day to day administration.

3. Composition of Council: -

(a) Steering Committee: -

Student's Council will be headed by steering committee, which will consist of officials as under: -

1. Chairperson : Director [Ex Officio]
2. Dy. Chairperson : Deputy Director (Academics) [Ex Officio]
3. Vice Chairperson : Dean (Academics) [Ex Officio]
4. Secretary : Registrar [Ex-Officio]
5. Members : All HoDs (MCA, MBA, ECE, CS, IT, EE/EN, ME, CE & Applied Science), Assoc. Director (Placement, Entrepreneurship & Alumni Cell), COE, Assoc. Dean (SAAC), Librarian, Hostel Wardens (Boys/Girls).

(b) Students' Body: -

The Student's Body will be constituted as per the details mentioned in Annexure-'A'.

4. Tenure:

The tenure of the Students' Council will be "One Academic Year". i.e. the Student Representatives and the office bearers of the Students' Council will be nominated/selected for one academic year.

5. Quorum:

Quorum to hold the Students' Council meeting will be minimum attendance as 50% of Student Representatives and Steering Committee of the Council both.

Meetings

- (a) Student Council meetings will be held at the conference room of SRMCEM. In case of emergency, council can hold its meeting in virtual mode with the prior approval from Head of Institution.
- (b) All the meetings will be general body meetings and presence of all the members is compulsory. Attendance will be taken at the end of meetings on the prescribed format (Appendix-B).
- (c) First Students' Council Meeting of each academic session should be started with Oath Taking and Self Introduction of all the members of Students' Body.
- (d) The Very First Agenda Point of the Students' Council Meeting should be the Ratifications of issues raised in the last council meeting.
- (e) Other agenda points of the meeting should be collected one week prior to the schedule of each general body meeting of the council.
- (f) Meetings will be conducted at least twice a semester. First meeting would be held during 3rd/4th week and the second meeting will be held during 8th week from commencement of classes.
- (g) Each meeting will be complimented with tea/snacks.
- (h) Attendance will be given to council members for loss of the classes during meetings.
- (i) Council members are required to follow the prescribed dress code while attending the meetings.
- (j) The medium of communication will be English/Hindi (both).
- (k) No member will be allowed to enter the conference hall after the meeting has started.
- (l) Each meeting will be concluded with formal group photograph.
- (m) Conclusion regarding a particular topic will be made on 'majority of votes' basis. However, in the case of any uncertain issue, the Director may discuss the matter with the college management to conclude the same.
- (n) Each council member will be given equal share of voting right.
- (o) Issues raised by students through their suggestions will be put forward by their respective representatives. For this purpose, a suggestion box will be placed on each floor for the convenience of students and may also be utilized to submit the suggestions/grievances anonymously.
- (p) The meetings will be strictly attended by the members of council only. No replacements of any of the members of Council are permitted.
- (q) The decision of the Council will be final.
- (r) Minutes of meeting will be recorded by the Registrar and put up within next three working days for approval/dissemination of information to council members and also the students. Later on, an Action Taken Report will be submitted by Registrar within 05 Days of council meeting.
- (s) Post-Council meeting may also be held (if required).


Prof. (Dr.) Bhavesh Kumar Chauhan
Director

COMPOSITION OF STUDENT'S BODY

Post	Eligibility Criteria	Selection Procedure	Charter of Duties
Student President (01)	Minimum Two tenures as member of Student Council	<p>I. A list of all eligible candidates for the various posts of Office Bearers for council will be prepared by the Registrar.</p> <p>II. The criteria shall be based primarily on seniority of students in council affairs, merit, attendance, and student activities to be given priority.</p> <p>III. Interested candidates will appear before the Steering Committee to represent them for the posts.</p> <p>IV. This interaction with Steering Committee will be held during Odd Sem. only and within ONE Week from the commencement of B.Tech. V & VII Sem. classes.</p> <p>V. The recommendations of Steering Committee will be forwarded to the Director for final approval and appointment of Students Office Bearers.</p>	<p>(a) Student President will be responsible for overall conduct, attendance, points to be discussed during the meetings, etc.</p> <p>(b) He/she will be responsible for distribution of the information from / to either side, i.e. between the council and the students.</p> <p>(c) Overall control of discipline of the Students' Council.</p> <p>(d) President has to:</p> <ul style="list-style-type: none"> • Collect the Agenda Points through Google Forms; and • Prepare a Closure Report for each Students' Council Meetings.
Student Vice President (01)	Minimum One Tenure as member of Student Council.	<p>IV. This interaction with Steering Committee will be held during Odd Sem. only and within ONE Week from the commencement of B.Tech. V & VII Sem. classes.</p>	<p>Vice President will officiate as Student President in case of absence.</p>
Student Secretary (01)	Minimum One Tenure as member of Student Council.	<p>V. The recommendations of Steering Committee will be forwarded to the Director for final approval and appointment of Students Office Bearers.</p>	<p>Student Secretary has to record the agenda points (collected through Google forms) for the Students' Council Meeting under the supervisions/guidance of President and Vice-President.</p> <p>Student Secretary has to circulate these agenda points via email to Registrar for any suggestions and further actions.</p>
Student Representative 01 Student from Each Section of all the courses [all the years of B. Tech. MBA, MCA, BBA, BCA, B.Com.(H)]		<p>* As mentioned below</p>	<p>To disseminate the information among classmates/Students' Council from either side.</p>

Eligibility Criteria for Student Representative:

Academic Performance: Minimum 75% marks in the previous year -Odd Semester without any back paper (for the first year student's of UG course, eligibility will be 70% marks in high school & intermediate both). For first year students of PG courses minimum 75% marks in high school, intermediate and graduation.

Attendance: Minimum attendance of 75% in previous semester. For the first year students, this will be waived off for the first semester. Council members also require maintaining at least 75% attendance to hold their candidature.

Discipline: No disciplinary case, ever against the candidates.

Selection procedure for Student Representative:

- (a) Notification for composition of new council will be issued by the Registrar two weeks before the commencement of session (other than first year students).
- (b) For the first year students, list of eligible candidates will be prepared by the Registrar and will be forwarded to concerned HoDs of first year for nominations. The nominations from first year should be completed within 10 days from commencement of their classes. Registrar will cross check the eligibility with the help of SAAC Office.
- (c) For other (than first year) students, nominations will be forwarded by the HoDs on the prescribed format (Appendix-A refers) within one week before the commencement of classes based on eligibility criteria as above.



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Appendix -A

Department -

Nomination for Students' Council

Date:

S. No.	Uni. Roll No.	Course / Year	Name	% Attendance (Last Semester)	% Result (Last Year -Odd Sem.)	Is any COP (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature
(Head of Department)

