



**POLICY**  
**ON**  
**COMPOSITION OF STUDENT'S SENATE**  
(Revised-2)

No.:Reg./Policy./2016-17/03

08 December, 2016

**1. Introduction: -**

In order to streamline and make the system transparent and to have better interaction with the students with reference to academic and disciplinary problems related to college, it has been decided to have Students Senate (S. S.) of the college. This student's senate will have student's representative from each course, all HsOD 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 senate will cover following aspects: -

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

**3. Composition of Senate: -**

(a) Steering Committee: -

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

- |    |                   |   |   |
|----|-------------------|---|---|
| 1. | Chair Person      | : | Executive Director  |
| 2. | Vice Chairperson  | : | Addl. Executive Director  |
| 3. | General Secretary | : | Director General (Ex Officio)   |
| 4. | Secretary         | : | Associate Director (Admin.) / Registrar (Ex-Officio)                                      |
| 5. | Members           | : | All HoDs (MCA, MBA, EC, CS, IT, EN, ME, CE, EE, EI, Applied Science, Director- Placement. |

(b) Composition of Student's Body: -

Student's body will have following student representatives.

- (i) Student representative from each branch and year

First year Representative

- |                            |   |                             |
|----------------------------|---|-----------------------------|
| B. Tech. (Mechanics Group) | = | 02 Students                 |
| B. Tech. (Chemistry Group) | = | 02 Students                 |
| MBA, MCA, BBA, BCA         | = | 01 Student from each course |

Other than First year

- |                                   |   |   |
|-----------------------------------|---|---|
| B. Tech. / MBA / MCA<br>BBA / BCA | = | 01 Student on each class of 60 students |
|-----------------------------------|---|---|

- (c) Out of the above student representatives, students for the following posts will be selected by the steering committee, based on the eligibility criteria as mentioned in succeeding paragraphs.

- (i) Student President
- (ii) Student Vice President
- (iii) Student Secretary.



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#### 4. Eligibility for student representatives: -

- Minimum 70% marks in previous year without any back paper (for the first year students of each course, eligibility will be 70% marks in high school & intermediate. For first year students of MBA & MCA minimum 60% marks in high school, intermediate and graduation).
- Minimum attendance of 75% in previous semester. For first year students this will be waived off for the first semester.
- No disciplinary case, ever against the candidates.

#### 5. Selection procedure for student representative: -

- List of eligible candidates will be prepared by Registrar (for the first year students) and Controller of Exam for other students.
- The above list will be circulated to each class and all interested candidates will be required to present their agenda in front of the steering committee and department faculty members. Final selection will be done by steering committee.
- The election for posts such as Student President, Vice-President & Secretary will be done by the student members. The eligibility criteria for students posts will be as under: -

President	:	Minimum two tenures as member of S. S.
Vice President	:	Minimum one tenure as member of S. S.
Secretary	:	Minimum one tenure as member of S. S.

#### 6. Charter of duties

##### Students President: -

- He/she will be responsible for over all conduct, attendance, point to be discussed during the meetings, etc.
- He/she will be responsible for distribution of the information from / to either side, i.e. between the senate and the students.
- Over all control of discipline of the students.

##### Students Vice President & Secretary: -

- He / she will officiate as student President in his / her absence

#### 7. Meetings

- SS meetings will be held in the conference room of SRMCEM.
- All the meetings will be general body meetings and presence of all the members in compulsory. Attendance will be taken at the end of meetings.
- Meetings will be conducted at least once a month, i.e. 2<sup>nd</sup> Friday of every month between 3 pm. to 4:25 pm. If Friday happens to be holiday, then next meeting will be conducted on the next working day at same time.
- Each meeting will be complimented with tea / snacks.
- Attendance will be given to SS members for loss of classes during meetings.
- SS members are required to follow the prescribed dress code while attending the meetings.
- The medium of communication will be English.
- No member will be allowed to enter the conference hall after the meeting has started.
- Each member of SS will be given equal share of voting right.



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- j) Conclusion regarding particular topic will be made on 'majority of votes' basis. Although, ED / Addl. ED can use their veto power to conclude any discussions.
- k) Issues raised by students through their suggestions will be put forward by their respective representative. For this purpose a suggestion box will be placed on each floor for the convenience of students.
- l) The meetings will be strictly attended by the members of SS only. No replacements of any of the members of SS are permitted.
- m) The decision of the senate will be final.
- n) Minutes of meeting will be recorded by the Associate Director (Admin.) / Registrar and put up within next 48 hours for approval / dissemination of information senate members and also the students.



(Prof. R.K. Jaiswal)  
Director General

