

# Montfort College

Bangalore 560038

## Guidelines for the Student Council (SC)

### Introduction

The Student Council (SC) is the representative body of the entire student community of the college. The SC helps share students' ideas, interests, and concerns with student community, teachers and the Management. However SC must not be mistaken for *a student union*. SC is expected to foster the spirit of co-operation among students by organising activities in the best interest of the college & promote the Montfortian Ethos. The SC trains and encourages others to be young leaders. The SC is responsible for organizing cultural activities, fundraisers, sports day, teacher's day and any other such activities throughout the year.

### The objectives of the student council

1. To develop positive attitudes and to practice good citizenship and leadership.
2. To promote harmonious relations throughout the entire college.
3. To improve student/faculty relationships.
4. To improve college morale and general welfare.
5. To provide a forum for student expression.
6. To plan special events or projects.
7. To maintain open communication among students and also between students and college staff.
8. To give publicity to the College and its good work and also to conduct intercollegiate activities.

The Students must be responsible people who are willing to work hard for achieving a purpose. The council does not have the power to change policies but only to voice student opinion.

### Members of the Student Council

1. Student council coordinator/s (SCC)
2. Office bearers (to be elected)
  - a. President (Position open to 2<sup>nd</sup> year students only)
  - b. Vice President (Position open to 2<sup>nd</sup> year students only)
  - c. Events secretary (Position open to 2<sup>nd</sup> Year students)
  - d. Sports secretary (Position open to all students)
  - e. Treasurer (Position open to all students)
3. Class representatives
  - a. One member from each class, nominated by the class.

## **Responsibilities of SC members**

### **Student council coordinators (SCC)**

- The SCC acts as the representatives of the faculty in the SC and keeps faculty and administration informed on significant developments in the council.
- Work with faculty and administration to design and implement ways to enhance the educational atmosphere of college.

### **President**

- Take lead in the organisation of SC events and assist in other College events.
- Represent the SC on all occasions and work in consultation with SCC.
- Convoke and preside over the ordinary and special meetings.
- Keep faculty and administration informed on significant developments in the council.
- Monitor and guide the functioning of other office bearers.
- Maintain an accurate file of all correspondence received or sent.
- Liaison with the alumni: conduct programmes for improvement of the college and for the benefit of students.

The **Vice President** assists the President in their responsibilities. They also can act in the place of the President when they are unavailable.

### **Events Secretary**

- Arrange for any stage function/competition in the college, including the weekly case conference.

### **Sports secretary**

- Conduct annual sports day and other similar activities during the year to promote togetherness.

### **Treasurer**

- Keep accurate records of all financial transactions of the council
- Work with the president to prepare the budget of the student council.
- Plan fund raising activities and maintain accounts for the council and submit the accounts (including the bills) to the council at the end of every event and to the Office at the end of the year.
- Submit regular accounts to the Management.

### **Class representatives**

- Communicate the decisions of the SC to the class and ideas of the class to the SC.
- Report council activities to student body on a regular basis.
- Present, as fairly as possible, students' ideas and concerns to the council.
- Attend all student council functions.
- Inform students about upcoming council projects and activities.

- Report any problems to advisors before they develop into major issues.

### **Student Council (SC) Guidelines**

- SC meetings are convened by the President to plan a particular event/activity.
- All members should attend the SC meetings. When it is not possible to attend the meeting, the same should be informed to the President. Any member who is absent for 3 consecutive meetings will lose his/her membership in the council.
- SC should prepare a tentative Calendar of events/activities for the whole year in its first meeting.
- Director has the discretionary veto power over SC decisions.
- Approval: Any decision taken by the SC is subject to approval by the Director.
- As the minutes need to be recorded for all meetings, the President nominates a member for this at each meeting.
- For each event conducted a detailed/graphic report (including geo-tagged photos) has to be prepared and handed over to the Office administrator.

### **Guidelines for Annual Student Council Elections**

Posts for which students can contest:

1. President (Position open to 2<sup>nd</sup> year students only)
2. Treasurer (Position open to all students)
3. Events Secretary (Position open to all students)
4. Sports Secretary (Position open to all students)

The prospective candidates hand in their nominations to the Student Council Coordinator (SCC) who determines the eligibility of the candidates on the basis of:

- Attendance record
  - Core values of the institution
- Students who wish to contest for the various positions need to fill in their nominations and submit it to SCC by a particular date and time.
  - Students who wish to contest can either be nominated by other students or nominate themselves.
  - The final list of eligible candidates will be put up on the notice board.
  - The contestants have a few days for campaigning.
  - The elections will be held online using Google forms designed by the SCC.
  - The contestants will have 2 minutes to make a final appeal to the voters. Online platform will be created by the SCC
  - Students will vote only once.
  - The votes will be collected by the faculty members.
  - The counting will be done the same day after the voting.
  - In case of a tie for any position, 3 pre-determined faculty members would exercise their franchise to decide that position.