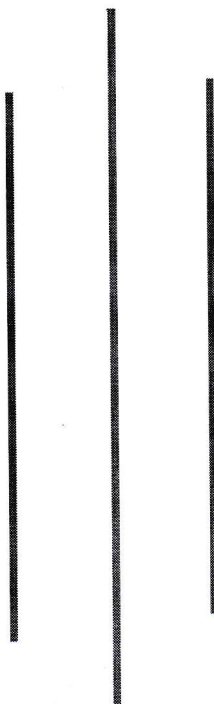


# Students' Council Guideline



Samriddhi College

Lokanthali-1, Bhaktapur



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# STUDENT COUNCIL GUIDELINES

## 1. Purpose of the Student Council

The Student Council acts as a liaison between students and the administration, fostering open communication and collaboration. They represent the interests and needs of the student body, organize events, and initiate welfare initiatives. Additionally, the council provides students with opportunities to develop leadership, program planning, and volunteer skills, and plays a crucial role in shaping the student experience by giving them a voice in decision-making and providing opportunities for leadership development, exposure, and community engagement at Samriddhi College.

## 2. Definition and Limitations:

Students Council at Samriddhi College is a platform to enhance the students' leadership and exposure, build a collaborative action for the betterment of students' experience at college and overall well-being, promote their potential, hence it does not assume any political linkage or external influence and neither conveys any profit-making motifs. Hence, the Students' Council is an authorized body by the college.

## 3. Student Council Constitution

### 3.1 Composition of the Students Council

The composition of the Students' Council is based on leadership experience and aspirations for future leadership. Student Council at Samriddhi College consists of 11 members in various leadership hierarchies as mentioned in clause 3.3.

### 3.2. Eligibility for Council Positions

All currently enrolled Samriddhi College students are eligible to be nominated for council positions, except for students in their final semester or those graduating within the next three months. Candidates must also not have any disciplinary issues on their records.

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Estd. 2013 AD  
Lokanthali-1, Bhaktapur

### 3.3. Students Council Structure

S.N	Structure	Numbers	Criteria
1	President	1	An existing Student being nominated by Students
2	Vice President	1	An existing Student being nominated by Students
3	Secretary	1	An existing Student being nominated by Students
4	Joint Secretary	1	An existing Female Student as nominated by Students
5	Treasurer	1	An existing Student being nominated by Students
6	Members	2	Class representatives being nominated by Students
7	Members	2	Existing Students being nominated by Students
8	Members	1	Underprivileged Students Nominated
9	Member	1	Female Student
10	Advisors	Advisors appointed by the college management, one from the faculty and one from the administrative staff, does not possess voting rights in decisions making process of Students Council. Advisors' roles are to support, guide, and provide mentorship to ensure the successful operation of the Student Council.	

### 4. Functions and Engagements of the Council

The Student Council serves as a student liaison between the administration and the students for college activities, students' experiences, and well-being. Its primary responsibilities are as follows:

- Acts as a representative body for the student and provides a platform for students to voice their concerns and suggestions.
- Planning, organizing, and executing events and activities such as cultural festivals, sports competitions, and charity drives that benefit the student body,





- Supporting the college administration and faculty in the development of Samriddhi College and sharing students' feedback and response.
- Enhance the standard of student life by recognizing and addressing challenges and concerns among the student population.
- Prioritizing the general well-being of students by offering counsel, mentorship programs, and tackling issues such as harassment and discrimination.
- Enhance fellow spirit and increase student engagement in college events, fostering a strong sense of community among students.

#### 4.1. Key Responsibilities

The Student Council works closely with the administration, faculty, and students to plan and develop student-focused activities. Its key functions include:

- Being easily accessible to all students in the college
- Involving as many students as possible in all-round development activities

#### 4.2 Quality Circle

The Students' Council members represent as students' quality circle to assist in improving the overall quality of Samriddhi College. One of the assigned members shall be involved as a student representative in Internal Quality Assurance Committee (IQAC).

### 5. Duties of Council Office Bearers

#### President:

- Presides over council meetings
- Works with the Secretary to prepare the agenda for each meeting with the input of other council members and advisors.
- Represent the council at meetings with the administration or management.

#### Vice President:

- Presides over council meetings in the absence of the President
- Assists the President in their duties as needed



**Secretary:**

- Works with the President to prepare the agenda for each council meeting
- Circulates the agenda to all council members
- Records the minutes of council meetings

**Treasurer:**

- Maintains financial records and activities of the council
- Presents reports on income and expenditure to the council as needed or at least twice per year

**Members:**

- Act as the primary point of contact for their respective class or year level
- Attend council meetings and represent the views of their classmates
- Participate in council initiatives and activities

**Advisors:**

- Serves as a mentor and resource for the council members
- Attends council meetings and provides guidance and support as needed
- Assists in the planning and development of council activities

**6. Tenure for Student Council Members**

The tenure of the Students' Council members is for a two-year term. Upon completion of this term, an election or appointment process will take place to fill any vacant positions, ensuring a seamless continuation of the council's functioning.

**7. Tenure Alteration**

Individual Council members' tenure may be subject to alteration for various reasons such as resignation, termination, or any decision made by the college management in the best interest of the students and the council. This ensures that the Student Council remains efficient and responsive to the student's needs.

**7.1. Students' Council Meetings**

The Students' Council holds regular meetings every month, as well as additional meetings as deemed necessary. The primary objective of these meetings is to deliberate and resolve



various student-related concerns, devise and implement the council's plans, and coordinate events. Furthermore, the meetings serve as a forum for council members to report on the progress and outcomes of prior meetings, discuss new initiatives, and plan upcoming events in an organized and efficient manner.

### 7.2. Meeting Protocols and Guidelines

- The council must strive to reach a consensus on important decisions, but in case of disagreement, a majority vote should be followed.
- Council meetings should be scheduled at least three days in advance notice to ensure that all council members can attend.
- In the absence of both the President and the Secretary, the meeting cannot be conducted. Whereas, in absence of the President, Vice President can chair the meeting.
- The minutes of each meeting should be recorded and made available to the faculty advisor for review.
- Meetings should be conducted in an efficient and timely manner, respecting the schedules of all participants.
- Feedback shall be encouraged by team members to ensure that all perspectives are considered in decision-making.
- All members of the council should communicate respectfully by listening actively and being alert for the interruption.

### 7.3. Format for Meeting Minutes

The minutes of the meeting should accurately outline all points from the agenda, as well as the following points:

- The date, time, and location of the meeting should be included at the top of the minutes to provide context.
- The minutes should include a list of all members of the council who were present at the meeting.
- Any invitees from the administration or management who attended the meeting should be noted in the minutes.





- The minutes should include a summary of the discussion and decisions made for each agenda item. This includes any outcome or resolutions reached during the discussion.
- The minutes should include details about the next meeting.

#### 7.4. Reporting Requirements

To ensure transparency and accountability, Student Council members are required to submit meeting minutes as a key reporting requirement. These minutes must be shared with the department head, vice principal, or principal upon request, and should be submitted promptly, including detailed information on discussions and decisions made at the meetings.

#### 8. Dissolution of the Student Council

The Principal of the Institution has the authority to dissolve the Student Council at any time upon identification of misconduct or any disputable circumstance including effects on the goodwill of the institution; but before formally ending the council's term and duties, appropriate steps should be taken. These include giving prior notice of dissolution, transferring responsibilities to other students' entity united, and properly archiving documents such as meeting minutes and reports for future reference.

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