



D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

STUDENT COUNCIL GUIDELINES

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STUDENT COUNCIL

1. Purpose

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

The Aims and Objectives of Students Council

- a) To develop leadership qualities among prospective teachers and teacher educators through the student's council initiatives.
- b) To promote the culture of teamwork among the prospective teachers and teacher educators in the academic and co-academic ventures
- c) To ensure the active participation of the fellow prospective teachers and teacher educators in the academic and co-academic activities of the college.
- d) To provide a feasible means for student expression and self-direction
- e) To uphold the traditionalism and reputation of the college through organizing activities.
- f) To serve as an ambassador among the students, staff and management.
- s) To work for the positive relationship among the stakeholders and create dynamic ambience in the College premises



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2. Student Council Constitution

The Institution Students' Council shall consist of the following members, namely: 1. President 2. Vice President 3. Secretary 4. Joint Secretary 5. Treasurer 6. Class Representatives

Faculty Member:

One Senior Faculty as coordinator of the Students' Council, primarily acts as the advisor of the student members in the Student Council.

2.1 Procedure

All the student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited during the previous years or experienced by their classmates. The class representatives are nominated by the students in consultation with the class mentors. Appropriate gender balance in the Council shall be given priority.

2.2 Eligibility

1. All the bonafide students on the rolls of the institution are eligible to be Nominated.
2. Candidate should not have any academic arrears in the year of nomination
3. The candidate shall not have been subjected to any disciplinary action by the Institute authorities

3. The Role of Student Council

The fundamental role of Student Council is the facilitator of sharing



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information between administrative officials and the students.
The set of objectives for the council shall be:

- To promote an environment conducive to educational and personal development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern

However, in no case/situation Student Council shall not and cannot influence/force/alter the decision-making procedure of the administrative officials /Management.

3.1 Key functions

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the Students. The key functions are:

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

3.2 Office bearers and Responsibilities

In general, it is the student council's responsibility to:

- Enhance communication between students and school administration/faculty
- Represent the views of the students on matters of concern



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- Promote respect and positive values among students
- Support the development of the school and school culture
- Plan events and fundraisers

President: The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting on the advice of the faculty members in the council. The President may also be designated to represent the Council at meetings with administrative officials /management

Secretary: The Secretary, with the President, prepares the agenda for each meeting. The Secretary then circulates it to all the members of the Council at the start of the meeting. In the absence of President, the Secretary presides the council meeting.

Class Representatives: The role of the Class Representatives is to act as the fundamental unit/resource of the information/input from the students of his/her class to the council. The Class Ambassadors should disseminate the decisions and information shared by the council regarding the development activities to the class students.

The tenure of the student members in the Student Council is one year, whereas the faculty members are subjected to change on the reasons of resignation/termination/or any decision taken by the management/principal in the best interest of the Student Council of the institution.

4. Student Council Meetings

The Student Council shall meet twice in a year (once in even semester and



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once in odd semester). It is mandatory for the faculty co-coordinator to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council

4.1 Guidelines

The Student Council meeting shall be intimated at least two days in advance to the members of the council. The SC meeting cannot be convened if the faculty coordinator, President and Secretary are absent. The Minutes of the meeting shall be recorded and should be made available with the Faculty coordinator of the Council after getting signature from the President. Copies of the minutes of the meeting to be handed over to the secretary of the next student council at the end of the term.

4.2 Sample Format of Minutes of Meetings

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items:

1. Date, Time and Venue
2. List of the Members Present
3. Details of any Specific Invitees from Administration /Management
4. Agenda Items and Outcomes/Resolutions of the Discussion
5. Next meeting details (If discussed in a specific context)



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5. Reporting and Dissolution

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Management/Principal/ Vice Principal.

The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Management/Principal/, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Management/Principal of the Institution.



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ATTENDANCE SHEET

SL NO.	NAME	DESIGNATION	SIGNATURE
1	DR. JOOHI SAMARPITA	PRINCIPAL	
2	DR MONIKA UPPAL	VICE PRINCIPAL	
3	ELIZA SAMAD	PRESIDENT	
4	NEHA RANI	VICE PRESIDENT	
5	REEMA ROY	SECRETARY	
6	SUBHANGI GHOSH	JT SECRETARY	



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RESPONSIBILITIES OF THE COUNCIL MEMBERS

- 1) Council Members include- The President, Vice President, Secretary, Jt Treasure and Treasurer only.
- 2) Council members are in charge of all the co-curricular activities in college. Any issues/doubts regarding the activities should be addressed to them.
- 3) The decision making of any issues regarding the co-curricular activities should be jointly done by the Principal, Vice Principal, teacher coordinators and the council members only.
- 4) College related announcements should only be done by the council members in both the classes.
- 5) After the break, council members should ensure that all the students enter the classroom on time.
- 6) Any clarifications regarding the morning assembly should be brought to the notice of council members.
- 7) Make sure the students wear their uniform properly.
- 8) Ensure they represent the college with dignity during practice teaching, outreach activities, intercollege competitions, field trip etc.



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OATH

I, ELIZA SAMAD, PROMISE TO ALWAYS BE
ENTHUSIASTIC AND TO ALWAYS HAVE 'CAN DO'
ATTITUDE ABOUT ALL ACTIVITIES THAT I
UNDERTAKE AS A COUNCIL MEMBER. I PROMISE TO
MAKE MY COLLEGE PROUD BY WORKING IN
COLLABORATION WITH THE TEAM MEMBERS AND
EXHIBIT EXTRAORDINARY ZEAL, DETERMINATION
AND DEDICATION AND LET THE FLAG OF MY ALMA
MATER FLUTTER HIGH.



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PRESIDENT

- Call Student Council meetings as required
- Coordinate and Organise Leadership Forums
- Keep Junior Forum Chair informed of meetings
- Preside over and maintain order at all Student Council meetings
- Provide an excellent role model for all students
- Secure and maintain cooperation and good relations amongst all Student Council members
- Have the enthusiasm and competence to provide the impetus required to lead and to maintain interest in the Student Council

Fiiza Samad

Signature



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OATH

I, NEHA RANI, PROMISE TO ALWAYS BE ENTHUSIASTIC
AND TO ALWAYS HAVE 'CAN DO' ATTITUDE ABOUT ALL
ACTIVITIES THAT I UNDERTAKE AS A COUNCIL MEMBER.

I PROMISE TO MAKE MY COLLEGE PROUD BY WORKING
IN COLLABORATION WITH THE TEAM MEMBERS AND
EXHIBIT EXTRAORDINARY ZEAL, DETERMINATION AND
DEDICATION AND LET THE FLAG OF MY ALMA MATER

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VICE-PRESIDENT

- Assume all presidential duties in event of the President's absence
- Perform all tasks delegated by the President or Student Council
- Assist with Presidential tasks where necessary
- Provide an excellent role model for all students
- Encourage cooperation and good relations amongst all Student Council members

Neha Rani
Signature



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OATH

I, REEMA ROY/SUBHANGI GHOSH, PROMISE TO ALWAYS
BE ENTHUSIASTIC AND TO ALWAYS HAVE 'CAN DO'
ATTITUDE ABOUT ALL ACTIVITIES THAT I UNDERTAKE
AS A COUNCIL MEMBER. I PROMISE TO MAKE MY
COLLEGE PROUD BY WORKING IN COLLABORATION WITH
THE TEAM MEMBERS AND EXHIBIT EXTRAORDINARY
ZEAL, DETERMINATION AND DEDICATION AND LET THE
FLAG OF MY ALMA MATER FLUTTER HIGH



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SECRETARY/ JT SECRETARY

- Record and maintain the minutes of all Student Council Meetings
- Receive and send all student Council correspondence
- Encourage cooperation and good relations amongst all Student Council members
- Promote the activities of the Student Council

ReemaRay
Signature

Ghosh



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DUTIES OF CLASS REPRESENTATIVES

1. Class Representatives are NOT members of the council.
2. Any class related announcements should be done by class representatives.
3. They are responsible for bringing the attendance registers and ICT keys to class.
4. They should make sure that the teachers are present in class.
5. They should ensure that the bell rings on time.
6. Collection of assignments and projects is to be done by class representatives. Individual submission in the teacher's office won't be appreciated.
7. If any student is sick and wants to rest in the common room, class representatives should be given prior information, and they will report it to the concerned teacher.
8. They should make sure that after each celebration/event, the teacher coordinators take the feedback from students the very next day.
9. Class representatives ought to ensure that all the students maintain decorum in class.

Joshi Samarpita.
PRINCIPAL
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