



# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras  
( Re-accredited by NAAC with A++ Grade – 2(f) status under UGC Act)

## STUDENT COUNCIL POLICY

The purpose of the Student Council (SC) is to serve as an effective link between the Management, Faculty, and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, it acts as an interactive intermediary 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 student's leadership skills, program planning and volunteering.

### Objectives

- To give students an opportunity to develop leadership by organizing various activities.
- To help students develop a sense of personal responsibility and earn self-respect
- To involve the students in meaningful purpose-oriented activities.
- To participate in extracurricular activities in other city colleges and in campus.
- To provide a platform where the students can showcase their talents.

### Constitution

The Student Council shall consist of the following members, namely

1. President
2. Vice President
3. Treasurer
4. Cultural Secretary
5. Assistant Cultural Secretary
6. Sports Secretary
7. Assistant Sports Secretary.
8. Social Media Secretary.



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- Senior Faculty Members act as coordinators of the Student Council. The council members represent both shift 1 and shift 2.
- Faculty members act as the advisors of the student members in the Student Council.
- 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 academic years.

### **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 Institution authorities.

### **Key functions**

The functioning of the Student Council should be adhered to the objectives of the council.

1. To facilitate learning in Anna Adarsh College for Women.
2. To identify different talents and skills of the students.
3. To work for the upliftment of the college and the student community.

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.



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## Major activities to be carried out

1. To conduct Fresher's Day, Icebreaking session and Manjari fest to showcase the talents of the Freshers.
2. To groom the talents and skills of the other students by conducting various cultural events both onstage and off stage as part of Meghmalhar interdepartmental level and Neharika at inter collegiate level.
3. To patronize our traditions by conducting traditional day and celebrating different festivals of our country.
4. To assist and render support in all major events of the college - Sports day, College Day, and Convocation.
5. To conduct student council election.
6. To conduct Periodical meetings with the class representatives and disseminate the necessary information.
7. To listen to the problems of the students and carry grievances if any to the Principal.
8. To maintain discipline and decorum in all the events conducted at the college.
9. To project the best image of the college while participating in activities conducted outside the college.
10. To take care and monitor the activities of the students who represent Anna Adarsh College in different forums.
11. To operate the official Social Media pages of the college with utmost care.

## Minutes of Meeting

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.

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4. Information regarding budget preparation, placing orders, communication to be handled via email is included.
5. Agenda Items and Outcomes/Resolutions of the Discussion.
6. Next meeting details (If discussed in a specific context).

The Student Council can actively contribute to the development of college policy in a wide range of areas such as bullying, uniform requirements, behavior code and extra-curricular activities. The Council could form sub-committees to consider individual policy issues and to assist in organizing & developing sports and cultural activities within the college, for example drama, music events, etc. They organize fund-raising events for charity. They organize these events within the college and involve a wider community, for the purposes of raising money for designated charities. Bridging the Student Council with other colleges council team may be useful for them, particularly in organizing of sports, cultural activities, and fund-raising events for charity. An existing Student Council could have a useful role in helping and advising a newly formed Student Council in another college.

### **Student Council Election**

The students are nominated from each department of UG & PG and there is a screening test to assess their knowledge about the college. The selected students are asked to speak impromptu. This process is followed by a final round of interview. The students who excel in all the rounds and stand out from the others are selected as council members. These Students who are diligent, responsible and those who are capable of balancing academics & their duties are selected as student council members. They have to live up to the mark in the academic area as well as co-curricular activities. The student council members are selected both at UG and PG level respectively.

The student council is a body that represents both the Academic and Administrative Committees. The student council works round the clock and organizes various events on the occasions like Teacher's Day, Independence Day, Republic Day, etc. The student council helps the college in various other committees of college such as, NSS, NCC, etc. They also initiate events and talk sessions for Women's Day Celebration, Elections etc. The student coordinators of council are active right from the day they are chosen to lead the college activities. Such a student council comes as a blessing and the members of the council work as a team in parallel with the management to make college a better place for the students and staff.



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## Cultural Fests

- The Cultural Secretary look into the cultural activities of the college mainly dance, drama, extra-curricular activities etc.
- They form teams of well-trained dancers, singers and dramatists selected from the entire college.
- They make sure all the cultural activities take place within time and practice tak place earnestly.
- Coordinators are a team of student council members who are led by the Discipline Heads.
- They work along with them in handling and managing the crowd.
- They also make sure that none of the students violate college rules.
- They are an important body of student council who play a vital role in the functioning of the council.
- They are given duties and responsibilities that represent their capabilities.
- Each year, based on several factors, the Anna Adarsh College appoints student leaders who plan and execute most of the campus co-curricular and extra-curricular activities.

## Guidelines to the students participating in other college cultural events

1. Students who wish to participate in any competition, have to get a no objection certificate from their parents, in which they must clearly state the date, time and name of the college in which the competition is held.
2. In order to get a bonafide certificate to participate in other college cultural competitions, the students must get prior approval from the respective Head of the department and the class in-charges.
3. The approval has to be checked and signed by the Cultural Secretary and any one of the faculty members.
4. The cultural secretary or the council shall maintain a register which includes the following details of the students taking part in the other college events,

- Name
- Shift, class, year & section
- Department
- Contact Number and

also, the college name to which the students are visiting for the cultural event.



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5. The office shall maintain a record of the students to whom the bonafide is certified and they can counter check with the register maintained by the student council.
6. The very next day of the event, the participants shall come back and report to the student council & make an entry about their participation.
7. The register maintained by the council shall be signed by the council members and the staff coordinators.

#### **Documents to be submitted**

- To submit, a copy of the invite/poster of the competition which the students wish to participate, to the cultural coordinator.
- NO OBJECTION certificate & name list of the students signed by the respective class in-charge and the head of the department to be submitted.
- Letter addressed to the principal (along with the name list of the students signed by faculty coordinators).



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