



Aug 5, 2024

Standard Operating Procedures for the Don Bosco Students' Council

The guidelines mentioned in this manual are intended to provide practical guidance to students' council members in the establishment and operation of the student council. A Students' Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students. The Students' Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college.

Objectives

- To enhance communication between students, management and staff
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them

Students' Council and the Management

- The college shall establish and maintain procedures for the purpose of informing about the activities in the college.
- Student Council is established to encourage and help students in providing a platform for their own development and development of the college.
- The college shall draw up rules for the establishment of a Students' Council which shall provide for the selection of members and the dissolution of a Council.



- The college will have a role in considering the rules in the governing meetings of the Student Council, and the conduct of its affairs.
- The Management will give active support to the students' council. This could involve designating a student advisor in the college to communicate with the Council on an ongoing basis, as well as assisting the Council in planning and organizing its activities

The Student Council and Teachers

Developing a spirit of partnership and co-operation between a Students' Council and teachers has benefits for both. The Students' Council can play an important role in recognizing and supporting the work of teachers. Similarly, the interest and support of teachers will be of great value to a Students' Council, particularly during the early stages of its development. A member of the teaching staff shall attend meetings of the Council who shall support and guide the Council in planning its activities, and to build a co-operative and good working relationship between students and staff of the college.

Key functions of Student Council

The functions and activities of Students' Council should support the objectives of the Council and promote the development of the college and the welfare of its students. In planning and undertaking activities during the course of the college year, the Council should:

- a. Work closely with the management, teachers and students,
- b. Consult regularly with students in the college, and
- c. Involve as many students as possible in the activities of the of the college.



- d. Assist in organising and developing sports and cultural activities within the college, including sports days and drama or musical events including the department/club/association.
- e. Assist in organising fund-raising events for charity.

Term of Students' Council

Students' Council shall have a term of one academic year from its inception.

Dissolution of a Students' Council

Normally the Students' Council shall stand dissolved when the term of office of the members expires. Principal may however dissolve the Students' Council before the expiry of its term in exceptional circumstances after consultation with Staff Council. Principal shall give the Council adequate notice of the proposal, and the reasons therefor. The Council will be allowed to appeal the dissolution to the Management of the College. Where the Student Council is dissolved another Council shall be formed following the procedures outlined earlier. If the Council is dissolved less than 6 weeks before the end of the college year, the appointment of a new Council will be done in the following academic year. Circumstances that may require the early dissolution of a Student Council include:

- Where a significant number of members of the Council have been involved in a serious breach of the college's code of behavior.
- Where serious irregularities have occurred in the functioning of the Council • Where the activities of the Council have endangered the welfare of staff or students of the college.
- Where serious financial irregularities have occurred



It will not be appropriate to dissolve the Council where only a few of its members have been involved in a breach of the college. In those circumstances, the college should only consider removal of those students concerned, shall only be considered.

Roles and Responsibilities

The Students' Council as a whole has responsibility for:

- Working with the staff, Management and fellow students.
- Communicating and consulting with all of the students in the college.
- Involving as many students as possible in the activities of the Council.
- Planning and managing the Council's Programme of activities for the year.
- Managing and accounting for any funds raised by the Council.
- Planning and Managing the Work.

While the Student Council members all have a part to play in the activities of the Council, not all can or need to be involved in organising the work. It is for this reason that the Council should appoint officers. It may also decide to establish subcommittees.

Communication between the Council and students

The Students' Council represents all the students in the college. It is very important that students receive regular information on the plans and activities of the Student Council and that as many students as possible participate in events organised by the Council. Each member of the Council has a special responsibility and should ensure that their views are brought to the attention of the Council and that they remain fully informed of the Council's activities. Procedures should be put in place to ensure that all students are fully informed about Council



activities. For this purpose, there shall be regular meetings between the members of the Student Council.

The role of the Office bearers

President: The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council. The President may also be designated to represent the Council at meetings with management.

Vice-President: The Vice-President is responsible for assisting the President, and when the President is absent from a meeting s/he assumes the role of the President for that meeting.

Secretary: The Secretary, with the President, prepares the agenda for each meeting and the Secretary then circulates it to all the members of the Council either in advance of the meeting or at the start of the meeting. This will involve consulting with the other Council officers in order to decide what will be included on the agenda. All agendas should include a provision for 'Any other business'; this allows Council members to raise a matter for discussion in the event that it has not been included on the agenda. The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary, these minutes can be circulated to all members of the Council either with the agenda for the next meeting or at the start of the next meeting. The Council can be given the opportunity to make any changes to the minutes before they are signed by the President. The Cultural secretary will be responsible for planning and conducting Arts & cultural events. The Sports secretary will be responsible for all sports activities. The literary secretary will be responsible for organizing literary events. The Editorial Secretary will be responsible for bringing out the college magazine. It is the



responsibility of the secretaries to give detailed reports regarding their work progress. All the department secretaries should coordinate with the staff advisors whenever necessary.

Office Bearers

S.No.	Name	Position
1.	Tharun	President
2.	Sivalingam	Vice President
3.	Angelin	Secretary
4.	Peter	Dept. Secretary - English
5.	Kumar R	Dept. Secretary - Vis.Com
6.	Jeslin Yovanhal S	Dept. Secretary - Com (Gen)
7.	Hemant Kumar S	Dept. Secretary - Com (CS)
8.	Mohammad Kaif M	Dept. Secretary - Computer Applications



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