



STUDENTS COUNCIL SOP of The Assam Royal Global University Betkuchi, Guwahati

Prepared for
The Assam Royal Global University

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Vision of the University

To offer nationally and internationally integrated opportunities to create global citizens.

Mission of the University

To achieve academic excellence through innovatively designed, research intensive, industry-oriented education; To incorporate community service to install ethical conduct and compassion amongst the stakeholders; To give back responsible leaders to society who are capable of enriching the future by bringing positive transformation to the world.

Introduction

The establishment of student councils play an integral and important role in the student community. Student councils provide a representative structure through which students can undertake initiatives of benefit to the college and the wider community. The Student Council of The Assam Royal Global University is constituted for developing leadership qualities among students, streamlining various students' activities, giving voice to students' expressions, organization of various cultural events and provide a representative structure for formulating policies and decisions for the benefit of the students. A Student 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.

What is the need of a Students Council?

The establishment of a Student Council gives students an opportunity to acquire the sort of communication, planning and organisational skills which will be of benefit to them in their future lives. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion.

The formation and existence of the council becomes essential and helpful due to following issues:

- It brings together all students across all schools, departments and programs of the university.
- It promotes culture of team work and friendship beyond individual department.
- It helps in eradicating regional, linguistic and cultural differences.
- It assist in bringing out the issues of students to relevant administrative bodies.
- It functions as a monitoring body for smooth functioning of several student related facilities like sports, cultural activities etcetera
- It promotes an environment conducive to educational and personal development
- It improves communication between students, teachers, parents and management.
- It ensures holistic development of students



- It promotes cordial relations among students
 - It depicts students' views on key issues related to the welfare and growth of the students of the university
- It promote friendship and respect among pupils

Tenure

The Student Council of the university shall be valid for a period of one year. (January-December)

Selection Process

The dynamic, active students among various batches are nominated and included in the Student Council

- The RGU Student Council will NOT be formed by the mode of election or elective representation.
- The formed Students' Council of the Assam Royal Global University shall not have affiliation to any political party.
- Office of the Students' Welfare, RGU shall issue a notice to all departments/schools of the University to nominate their best student adhering to certain parameters and selection criteria.
- DSW office shall issue the notice in the month of August every year.
- Departments/School will nominate their students for the various posts considering the eligibility of the student.
- After the nominations are received by DSW, an interview with the nominated students shall be conducted by office of Students' Welfare with prior notification about the same.
- The interview will assess the following – Academic score, Co-curricular achievements, Co-Curricular participations, Initiatives undertaken for the clubs/department/school/university, engagement in social service activities.
- The selected names shall be approved by the Registrar and Vice-Chancellor of the university.

Timeline to be followed for the formation of the Students Council

1. Issue of circular to departments from DSW – by 2nd August
2. Receiving of nominated names from departments by DSW – by 7th August
3. Interview of nominated students for various positions – by 12th August
4. Declaration of result – by 20th August
5. Oath taking ceremony – by 25th August
6. Taking over of office by SC members – 30th August



Minimum Eligibility Criteria

1. The nominated student should be from the final year only
2. 90% attendance in both theory and practical
3. 7.5 CGPA in last examination passed.
4. No backlogs/debarred in any subject
5. Consistently good and exemplary behaviour
6. Proficiency and active participation in extra-curricular activities
7. Good conduct of the student in all activities of the university.
8. His/her contribution in enhancing the visibility of the university.
9. The candidate should not be engaged in disciplinary behaviour in and outside the campus.

Process of Nomination

- a. The students (promoted to the final year) shall be identified and nominated by the HoD/Hol/HoD/Coordinator based on the eligibility criteria as mentioned above.
- b. The nomination along with the details as stated above viz. attendance, grades, extra-curricular activities etc. must reach Registrar/DSW latest by 7th August.

Process of selection

The final Students' Council list shall be published and declared by Dean Students' Welfare after a personal interview of all the nominated students by a panel constituted for this purpose, to be presided over by Vice-Chancellor/Dean Academics/. The list shall be declared every year, latest by 20th August.

Responsibility - the overall responsibility of this implementation of this policy shall lie with Dean Students' Welfare. However, Registrar Office/Dean Academics shall send an email by 2nd August every year to all schools for submission of nomination. The final list, after approval, shall be published through various platforms by Registrar Office /academic section/ any other office as assigned by Dean Academic/Vice-Chancellor. A copy shall be sent to offices of Vice-Chancellor/ Dean Academics/ EVP/Registrar/in-charge of website maintenance for publishing at RGU website as well.

Selection Committee for Students' Council

The nominated students will have to face a personal interview. The selection committee shall comprise of the Vice-Chancellor, Registrar, Dean Students Welfare, all Deans of Schools, members of Students' Welfare Committee.



Composition

The Vice-Chancellor of the university shall be the Patron of the Students Council.
The Students Council shall have the following positions.

Post	Number
President	1
Vice-President	1
General Secretary	1
Assistant General Secretary	1
Secretary Music & Cultural Affairs	1
Secretary Literary	1
Secretary Magazine	1
Secretary Indoor Games/Sports	1
Secretary Outdoor Sports	1
Secretary Social Work	1
Secretary Hobby Club	1
Executive members	4
Total	15

Suggested activities that can be undertaken by the Student Council

A Student Council will identify activities that it would like to be involved in organising, although the final decision on the activities of a Student Council should be agreed with university management. A Student Council should not through its activities interfere with, or detract from, the authority of university management or the teaching staff of the college. Given below are some activities which the students council can undertake from time-to-time

- ♣ Blood donation camps
- ♣ Community services
- ♣ Green drives
- ♣ Save-girl-child-rally
- ♣ Nukkad natak/ Street plays
- ♣ Sports & games (award & medals)
- ♣ Artist forum
- ♣ Alumni contribution
- ♣ Festival & National day celebrations



Following are responsibilities the council will carry:

- a) To identify and resolve issues related to students
- b) To work harmoniously with management, teachers and students
- c) To encourage educational development and progress of students
- d) To promote co-curricular activities and celebrate community festivals in the university campus
- e) To provide a platform to communicate key issues to the management
- f) To ensure that decisions taken in meetings are addressed
- g) to assist the anti-ragging committee to curb the menace of ragging completely

Operations and Reporting

1. Meetings

Section A: Meetings and Frequency

- Regular meetings shall be held at a date, time, and place that is convenient for most members monthly or as and when it deemed necessary.
- The Students Council will meet twice in every month, and in one of the monthly meeting, DSW or any member from DSW office need to be invited for the meeting
- All proceedings of the meetings will be recorded with official minutes of the meeting
- Meetings will be conducted with prior notice of one week through emails and letters to all members and special invitees.
- Agenda of the meeting is to be approved by the President of the Council and circulated to all members at least two days prior to the meeting.

Section B: Special Meeting – Special meetings may be called by President or Vice-president Ex. the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of 75% of the total members. Every meeting shall fulfill the required quorum

2. Reporting

- The Students Council will work hand-in-hand with office of Dean Students' Welfare.
- The Student Council will report directly to the Dean of Students Welfare of the university.
- Students Council will submit a half yearly report of its activities undertaken for the period to the Vice-Chancellor through the office of the DSW and Registrar



- For any major decision, the approval of Vice-Chancellor of the university is mandatory.

Duties

Section A: President

It shall be the duty of the President to:

- To act as official spokesperson for the council in its relations with the students and the Institute administration.
- To call meetings of the council and to prepare the agendas.
- To chair the meetings of the council.
- To supervise the tasks of the council members

Section B: Vice-President

It shall be the duty of the Vice-President to:

1. Assist the President in all official works of the council
2. Preside in the absence of the President
3. Serve as chairperson of the Program Committee
4. Maintain a current roster of membership
5. Maintain record of Students Achievements and awards
6. Work hand-in-hand in execution of Student Induction Programme and plan for re-orientation programme

Section C: General Secretary

It shall be the duty of the General Secretary to:

1. Record the minutes of all meetings
2. Maintain record of the activities undertaken by the secretaries and the Students Council body
3. Maintain and monitor the finance of the Council
4. Ensure that students are involved in some kind of physical activity like yoga, aerobics, sports, cultural, literary etc.
5. Receive all funds and process payments from clubs and other student bodies
2. Keep an itemized account of all receipts and expenditures and make reports as directed
3. Submit monthly finance report to DSW
4. Submit annual finance report to DSW



Section D : Secretary

It shall be the duty of the Secretary to:

1. Arrange Intra-varsity Sports/Cultural/Literary week
2. Supervise the frequent activities undertaken by the club
3. Identify talented students and keep groups ready for participation.
4. Submit monthly activity report to DSW, RGU
5. Submit finance and accounts details to treasurer on monthly basis
6. Ensure that all members of the clubs are actively participating in intra-university and inter-university events.
7. Maintain record of all student achievers (sports) of the university
8. Maintain record of all student who have participated in intra-university and Inter-university activities.
9. Organize time-to-time activities and competitions
10. Organize events of state/national/international significance.
11. Organize community outreach activities
12. Contribute positively to uphold and uplift the ethnic/national culture of the country

Section E : Executive Members

It shall be the duty of the Executive Members to

1. Extend support and assistance in all activities undertaken by the Students' Council
2. Attend all meetings called by the President
3. Undertake responsibility as designated by the Council and Students' Welfare RGU

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Approved by



Committee Chairperson

Registrar

Vice-Chancellor

