



**Ref:** SGU/DSW/DC/22-23/08

**Date:** 13.03.2023

## **Guidelines for forming Student's Council**

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### **President: 01**

#### **Eligibility criteria:**

Full time student of final year (UG or PG) from any School. \*

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean).

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### **Vice President: 01**

#### **Eligibility criteria:**

Full time student of pre final year (UG or PG) from any School. \*

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted of any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean).

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### **Secretary: 01**

#### **Eligibility criteria:**

Full time student of final year (UG or PG) from any School. \*

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean).



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## **Girl Representative: 01**

### **Eligibility criteria:**

Full time girl student of final / pre final year (UG or PG) from any School. \*

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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## **Sports Representative: 01**

### **Eligibility criteria:**

Full time student of from any School,

Who is actively involved in sports at zonal, state, or national level competitions (TO be certified by faculty Coordinator-Sports).

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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## **Cultural Representative: 01**

### **Eligibility criteria:**

Full time student of from any School,

Who is actively involved in cultural activities organized at zonal, state or national level competitions (TO be certified by faculty Coordinator- Cultural).

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).



Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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### **Reserved Category Student's Representative: 01**

#### **Eligibility criteria:**

Full time student of pre-final year (UG or PG) belonging to SC/ST/NT/OBC from any School. \*

Who has concerned caste certificate with validity.

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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### **NSS Representative: 01**

#### **Eligibility criteria:**

Full time student of from any School. \*

Full time student of pre-final year (UG or PG) staying in SGU Hostel from any School. \*

Who has concerned caste certificate with validity.

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted of any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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## **Hostel Representative: 01**

### **Eligibility criteria:**

Full time student of from any School. \*

Who has attended NSS camps and actively involved in NSS activities for more than 50 hours (TO be certified by NSS Faculty Coordinator).

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted of any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

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## **School Representative: One from each faculty (Diploma/UG/PG)**

### **Eligibility criteria:**

Full time students from each faculty (Diploma/UG/PG). \*

Who has attendance (for lectures) more than 75% till date. (To be certified by concerned HOD/Dean).

Who has no backlog of any subject as on date of application. (To be certified by concerned HOD/Dean).

Who has not been convicted to any offence or subjected to any disciplinary action at departmental level or at university level (To be certified by concerned HOD/Dean/COE).

If topper does not fulfill other conditions, then next meritorious student (second or third topper) satisfying other conditions shall considered for CR.

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\* Students appearing for final year internship are not eligible.



## **Key functions of Student Council:**

The functions and activities of a Student Council should support the aims and objectives of the Council and promote the development of the university and the welfare of its students. In planning and undertaking activities during the university year, the Council should:

1. Work closely with the management, teachers and students,
2. Consult regularly with students in the university, and
3. Involve as many students as possible in the activities of the Council.

There is a wide range of activities of benefit to the university community which a Student Council may wish to undertake, some of which are outlined below:

### ***Representing the views of the student body to the university management***

This should be one of the fundamental aims of every Council. It involves talking and listening to the student body, considering their views and concerns, and discussing these with the university management on behalf of the students.

### ***Promoting good communications within the university***

Improving communication within the university community is a shared responsibility and a Student Council can contribute to this process. Making presentations at staff meetings to keep staff informed of activities, keeping a Student Council noticeboard, or organising a regular newsletter are just some ways the Council can communicate with the students and staff.

### ***Supporting the educational development and progress of students***

The Student Council can contribute to the learning environment for students in the university by, for example, setting up study groups for students in exam classes or homework clubs, or organising lunchtime activities such as language clubs.

### ***Assisting with induction and/or mentoring for new first year students***

Starting university life is a challenging new experience for 1st Year students. During the mentoring programme senior students help new students to find their feet and can help their integration into the university community.

### ***Contributing to the development of university policy***

The Student Council can actively contribute to the development of university policy in a wide range of areas such as bullying, uniform requirements, behaviour code and extra-curricular activities. The Council could form sub-committees to consider individual policy issues.

### ***Assisting in university sport and cultural activities***

Student Councils can assist in organising and developing sports and cultural activities within the university, including, for example, sports days and drama or musical events.

### ***Assisting with or organising fund-raising events for charity***

Student Councils can organise events both within the university and involving the wider community, for the purpose of raising money for designated charities.