



**BSOLS  
STUDENT COUNCIL  
GUIDELINES 2023**

## **BSOLS Student Council, Guidelines, 2023**

The guidelines shall be called the BSOLS Student Council Guidelines 2023

These guidelines shall have effect from December 18, 2023

### **Chapter 1: 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 debate issues of concern and undertake initiatives of benefit to the college and the wider community

Students have a voice and a contribution to develop their college. It is important that they be given the opportunity to express their views on issues of concern to them in the college. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the college.

The guidelines mentioned in this manual are intended to provide practical guidance to student council members in the establishment and operation of the student council.

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.

#### **Need of Student Council**

The Student Council is an increasingly common feature in many colleges and have worked to the benefit of the institution. Students have a valuable contribution for the betterment of their college and their involvement in the operation of the college is itself a valuable part of the education process for the students. The Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college. Research indicates that Student Councils can improve academic standards and reduce dropout rates in colleges. The BSOLS Students Council will create a sense of ownership of the college and its activities among the student population.

The establishment of a Student Council gives students an opportunity to acquire the sort of communication, planning and organizational 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. Moreover, the contribution made by BSOLS Student Council to the development of college policy in a number of areas can have significant benefits for students and the college. It is believed that the college policies are far more likely to be successful where they are clearly understood and accepted by all partners within the community. The Student Council will thrive only if students themselves are committed to the concept and making it work.

### **Chapter 2: The role of the Student Council**

BSOLS Student Council is at the liberty to set its own objectives. Which may, inter alia, include;

- 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

The BSOLS Student Council can identify activities that it would like to be involved in organizing, subject to the approval of college management. However, the Student Council should not, through its activities interfere with, or detract from, the authority of college management or the teaching staff of the college. The BSOLS Student Council shall not discuss or comment on matters relating to the employment or professional affairs of the principal, teachers and other staff of the college, or to become involved in any issues that fall within their professional competence.

### **BSOLS Student Council and the BSOLS Management**

- The college shall establish and maintain procedures for the purpose of informing about the activities in the college.
- BSOLS Student Council is established to encourage and help students in providing a platform for their own development and development of BSOLS
- The college shall draw up rules for the establishment of a Student 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 student 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 the Principal**

The role of the Principal is of central importance in the establishment and operation of the BSOLS Student Council. In assisting the Management in the development of college policy, and inworking with teachers and to implement it at day-to-day level, the Principal is centrally placed in all aspects of the college's operations.

Initially, the Principal, together with the other teachers, will assist in the development of BSOLS Student Council, by discussing with students the role of a Student Council and the role of individual representatives on the Council and by advising on an appropriate constitution or statement of objectives. Once the Council is established, the principal will assist in guiding the Council's development, so as to allow for a constructive and purposeful Council.

More generally, the Principal will promote a college culture which recognizes the potentially valuable input that students can make, through a Student Council, into the development of the college.

### **The Student Council and Teachers**

Developing a spirit of partnership and co-operation between a Student Council and teachers has benefits for both. The Student 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 Student 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.

### **Chapter 3: Key functions of Student Council:**

The functions and activities of BSOLS Student Council should support the aims and 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 policy
- d. BSOLS Student Council can actively contribute to the development of college policy in a wide range of areas such as uniform requirements, student code and extra-curricular activities. BSOLS Students Council could form sub-committees to consider individual policy issues.
- e. Assisting in college sporting and cultural activities
- f. BSOLS Student Council can assist in organising and developing sports and cultural activities within the college, including sports days and drama or musical events.
- g. Assisting with or organising fund-raising events for charity
- h. Student Councils can organise events both within the college and involving the wider community, for the purposes of raising money for designated charities.
- i. Bridging with Student Councils in other colleges

### **Chapter 4: Guidelines for establishment and dissolution of Student Councils**

The college after consultation with teachers draw up rules for the establishment of a Student Council, having regard to the following basic principles:

The Student Council shall promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the college and teachers

The Council should, as far as is practicable, be representative of the student community

The college shall at all times retain the right to dissolve a Council or remove a Council member, in accordance with these guidelines.

#### **Establishing a Student Council**

A copy of these guidelines establishing the BSOLS Students Council shall be provided to the council members.

#### **Size and Composition of a Student Council**

The size and composition of a BSOLS Student Council shall be as detailed herein below;

## **Nominations**

The Principal shall fix the date for the selection of representative(s) to the General Council and its formation, subject to the provisions of the guidelines.

## **Eligibility**

To be nominated as class representative the student must fulfil the following conditions.

1. The student should have attained 75% of attendance for the last completed semester.
2. The candidate should in no event have any academic arrears on the date of sitting of the selection committee for nomination.
3. Maximum age limit of UG representative is 23 and 25 for PG
4. The student shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. He/she shall also not have been subject to any disciplinary action by the University authorities.
5. The student must be a regular, full time student of the college.

## **Nomination Procedure**

### **Selection Committee**

There shall be a selection committee for each class for the selection of class representative. The selection committee consist of Programme Coordinator, Class teacher, subject teachers of the ongoing semester. Programme coordinator shall be the chairman of the selection committee.

Selection committee should recommend 3 eligible students from each category (male and female) to the Principal. Principal shall select 2(one male and one female) representatives from the recommended list.

### **First Meeting**

The principal or a member of staff designated by the principal shall convene the first meeting of each newly formed Council. The first meeting of the newly formed Council shall take place early in the academic year.

### **Constitution**

BSOLS Student Council shall comprise of

- (1) General Council
- (2) Executive Council

### **General Council:**

Consist of 2 nominated members from each class (1 Male member and 1 Female member)

### **Executive Council:**

Consist of office bearers nominated by the principal from General Council.

## **Composition of Executive Council**

President -1  
Vice President-2  
Secretary-1  
Joint Secretary-1  
Treasurer-1  
Editorial secretary-1  
Cultural secretary-1  
Sports Secretary-1

### **Staff Advisors:**

Principal  
Student advisor  
Finance advisor  
Editorial advisor  
Cultural advisor  
Sports advisor

The Executive Council may make rules governing its meetings and the business and conduct of its affairs, but it shall consult with the advisor before doing so. Such rules shall be placed before the Principal for approval before they are implemented.

### **Term of BSOLS Student Council**

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

### **Dissolution of a Student Council**

Normally the BSOLS Student Council shall stand dissolved when the term of office of the members expires. Principal may however dissolve the BSOLS Student 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.

In the event of dissolution of General Council, the Executive Council will also be stand dissolved.

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.

### **Removing a member or members of the Council**

Removal of an individual member (or members) of the Council may happen in two ways

1. The Student Council may remove any member or officer of the Council for a continuing failure to attend meetings of the Council, or for a lack of commitment to the purposes of the Council, or for stated misconduct (including significant breaches of the college's code of conduct). Such a decision should be taken on a majority vote of the Council, and the member should be given adequate notice of the proposal, the reasons therefor, and the opportunity to present his/her case.
2. The Principal may remove a member of the Council in accordance with these Guidelines. Both the member concerned and the Council should be given adequate notice of the proposal, the reasons therefor and the opportunity to appeal for the removal to the Management of the college.

### **Filling a vacancy on the Council**

Where a member is not assumed the office within 2 weeks, removed or resigns from office, the resulting vacancy should be filled in accordance with the same procedures as for initial nomination prescribed above.

### **Chapter 6: The work of the Student Council**

- The Student 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.

## **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-Presidents:**

The Vice-Presidents are 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 secretaries should coordinate with the staff advisors whenever necessary.

### **Treasurer**

The Treasurer is responsible for managing any funds raised by the Student Council and should keep a complete account of all income and expenditure of the Council. Advice and assistance in this regard may be provided by management or a teacher acting on its behalf. The Treasurer should provide the Council with a complete financial report at the end of the Academic year. It is the responsibility of the treasurer to obtain and maintain all documents. As a general rule any payments made by the Treasurer should be countersigned or endorsed by Principal.

## **Chapter 7: Communication:**

Regular effective communication is the key to success for BSOLS Student Council. The Council shall keep the member, principal and teachers informed of the various activities planned by the Student Council.

### **Communication between the Council and students:**

The Student Council represents all 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.

### **Communication between the Council and the college Community:**

Regular communication between the Student Council and management, Principal and staff provides the basis for building a good and lasting relationship, based on trust and respect, between students and the rest of the college community. Much can be achieved where all members of the college community work together towards common goals, and good communication is vital if a common understanding is to be reached on what those goals are, and how best to achieve them

Good communication doesn't simply mean keeping everyone informed of planned activities; it also involves seeking their views and suggestions. It means consulting with, and sharing ideas with the management, Principal and staff members and listening to their suggestions and making sure that all sections of the college community understand the purpose and goals of the Student Council.

These guidelines thereby provide for a designated teacher to attend the Council meeting on regular basis. The Principal shall also address this council from time to time on key issues affecting the college community.

