

## **BY-LAWS OF STUDENT COUNCIL**

### **NAME AND TITLE -**

- 1 The name and title of the council shall be “STUDENTS’ QUALITY MANAGEMENT COUNCIL (SQMC)”
- 2 The office of the council is situated in a room in the campus of the institution as allotted by the Principal in consultation with the Manager.

### **OBJECT -**

- 1 The objects to establish SQMC are as under :-
  - (i) To develop awareness amongst students about the advantages of having a SQMC.
  - (ii) To develop awareness amongst students about the advantages of co/extra-curricular activities.
  - (iii) To encourage the students to take active part in co/extra-curricular activities.
  - (iv) To develop awareness amongst students about Student Charter and Vision and Mission of the institution.
  - (v) To ensure that Teaching–Learning is going on as per Vision and Mission and also as per Student Charter and in case of any deficiency, to take up the matter with the Principal for any grievance of students.

### **MEMBERSHIP -**

Any student after admission in the institution irrespective of caste, creed and religion etc. shall be treated as a member of student council automatically.

### **OFFICE BEARERS -**

There shall be following office bearers of SQMC :-

- |   |                 |   |    |
|---|-----------------|---|----|
| 1 | President       | - | 01 |
| 2 | Vice-President  | - | 02 |
| 3 | Secretary       | - | 01 |
| 4 | Joint Secretary | - | 04 |

### **ELECTION OF OFFICE BEARERS -**

Election of all office bearers shall be conducted immediately within 15 days after the close of admission. Prior notice for election of office bearer shall be given atleast 04 days in advance. As far as possible looking to the geographical situation and also institution being a self finance college, efforts shall be made for unanimous election or selection in peaceful manner.

In case, any situation arises compelling the election for any post, in that situation, election shall be conducted maintaining congenial atmosphere in the institution for teaching-learning.

### **REMOVAL –**

Any office bearer may be removed on following ground :-

- 1 Any office bearer if he remains absent in two continuous meetings.
- 2 If any office bearer violets Code of Conduct of Students.
- 3 If any office bearer makes the collection of fund without the permission of the Principal.

### **MEETINGS -**

- 1 There shall be SQMC meeting once in a every two months to plan and to discuss about students activities to be organized or already organized.
- 2 SQMC meeting shall be once in three months to discuss that teaching-learning is going as per Vision and Mission and also as per Student Charter. In meeting, it will also be assessed that evaluation takes place as per internal policy.

### **FUNDS -**

All the expenses for any activities shall be born by the Management for which council would submit an estimate of expenses to the Principal. No separate collection/donation is permitted. No separate account shall be opened in the bank in the name of council.

## **DUTIES OF OFFICE BEARERS -**

**President** – President shall preside all the meetings and shall maintain discipline while conducting the meeting.

**Vice-President** – Vice-President shall act in the absence of president.

**Secretary** – Secretary shall issue the notice of the meeting, shall organize the meeting, shall maintain records of the minutes of the meeting and shall be responsible for every activity relating to the council.

**Joint Secretary** – Joint Secretary shall act in the absence of the secretary.