

**MIRAJ MEDICAL CENTRE
COLLEGE OF PHYSIOTHERAPY
WANLESS HOSPITAL, MIRAJ – 416 410**

**STUDENT COUNCIL COMMITTEE AND THEIR STANDARD
OPERATING PROCEDURE(SOP)**

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.

OBJECTIVES

A Student Council will set its own objectives. Some general objectives could 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

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 college management. A Student Council should not through its activities interfere with, or detract from, the authority of college management or the teaching staff of the college. It is therefore not a function of a Student Council to 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.

FUNCTIONS

The functions and activities of a 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:

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

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

Representing the views of the student body to the college 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 college management on behalf of the students.

Promoting good communications within the college

Improving communication within the college 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 notice-board 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 college by, for example, setting up study groups for students in exam classes or homework clubs, or organising lunch time activities such as language clubs.

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

This should be done for the new first year students in the college, for example, by making a senior student or group of students to mentor the new first year students to help them in studies and other academic activities.

Contributing to the development of college policy

The student council should contribute in this in order towards development of the college by giving suggestions by means of their local and friends of other college friends.

Assisting in college sporting and cultural activities

The Council shall help in organizing cultural activities at the Faculty as well as University level. The Council shall motivate the students to participate in different cultural activities.

Assisting with or organising fund-raising events for charity

The students council can collect the funds, assists by contributing, collecting the funds from the students or staff, or out side source for raising events for charity.

FORMING COUNCIL

When students wish to start a Council in their college they should approach the Principal and ask for a copy of the rules for the establishment of a Student Council. Students should pay careful attention to the rules they are given and should not hesitate to ask the Principal if they don't understand some part of the rules or need advice in general. At this stage regular communication with the Principal and teaching staff is necessary as it is important that everyone works together and that trust is built up between the students involved and the staff.

THE FIRST MEETING OF THE STUDENT COUNCIL

The first meeting of the Student Council will generally be convened by the principal. The Principal or one of the teachers acting on behalf of the Principal may address the first meeting of the Council and this will be an opportunity for the student members of the Council to raise any particular issues or concerns in relation to their role and the role of the Council.

There are significant benefits in having teachers involved in the activities of the Student Council. Involving a teachers in the early stages of a new Council can be particularly helpful. Making provision for teachers to attend Council meetings over the course of the year also has significant benefits for the Council, as it means that there is a source of ongoing advice and support available. Where a teachers are involved from year to year it also ensures some continuity in the activities of the Council.

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.

COMMUNICATION

Regular, effective communication is the key to success for any Student Council. This doesn't happen by itself and it is a good idea to develop ways of keeping the college community informed of and involved in the various activities planned by the Student Council.

Some examples include

- Producing a student newsletter
- Providing updates to the Management, Principal and staff on the Student Council's activities and plans
 - Keeping a student notice-board in the college where information on the Council's activities is posted
 - Announcing upcoming events
 - Providing an end of year report to the Management

The Council may also appoint a Public Relations Officer to take on these responsibilities.

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. One way of ensuring this would be to provide for regular meetings between individual members of the Student Council. The Council could also carry out a survey of student views on particular issues, or on the role of the Council itself.

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.

FREQUENCY OF MEETING

- There shall meet at least thrice in a year.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

MINUTES OF THE MEETING

The minutes are usually completed by the chairman, but can be assigned to someone else.

- ☐ Minutes of meetings should be written up for review within one week of the meeting.
- ☐ Copies must be preserved and handed over to the secretary of the next student council at the end of the term.

STUDENT COUNCIL COMMITTEE

Sr. No.	Name of the Member	Designation
1	Dr.Amit Nagrale(PT)	Principal-Chairman
2	Dr. Manal Anthikat(PT)	Sports head
3	Dr. Harshada.Patil (PT)	Cultural Head
4	Mr.Ahron Jog (Student)	Council Secretary
5	Miss. Prachi Bhanushali (Student)	Member
6	Mr. Jerrin Mathew(Student)	Member
7.	Mr. Pankaj S Sanap(Student)	Member