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AIT/0323/CNO/Prin

08 Jun 2019

OFFICE OF PRINCIPAL

STANDARD OPERATING PROCEDURE (SOP)
FOR AIT STUDENT COUNCIL

1. In view of streamlining of Selection Process, Functioning, Role, Responsibilities and Authorities of AIT Student Council, Standard Operating Procedure (SOP) is framed.
2. The SOP is for "**AIT STUDENT COUNCIL**"
3. This will be effective from current academic year 2019 – 20.
4. This SOP will be reviewed as and when required.


(Dr. B.P. Patil)
Principal

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Director
Jt Dir

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for information please.

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04/7/19

STANDARD OPERATING PROCEDURE FOR AIT STUDENT COUNCIL

1. COUNCIL HEADS

- (a) President
- (b) General Secretary
 - (i) The student President or General Secretary post can be held by boy or girl student
- (c) Ladies' Representative.
 - (i) The student Ladies' Representative post can be held by only girl student.

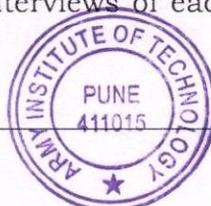
Note : The Council heads will be elected by the current enrolled students of the college. In absence of President the General Secretary will be the officiating President. Similarly in the absence of General Secretary the Ladies' Representative will be the officiating General Secretary of the college.

2. COUNCIL MEMBERS

- (a) The council members are the secretaries of all the functioning Boards and Clubs of the college.
- (b) They will be selected through an interview process carried out by the committee decided by Principal.
- (c) Each club will be headed by one girl and one boy student secretary selected by the committee.
- (d) Both the secretaries will be holding equal responsibilities in the proper functioning of the board or club.

3. PROCEDURE FOR SELECTION OF CLUB SECRETARIES

- (a) Club secretaries for an academic year will be selected by end April of the previous academic year.
- (b) The selection committee for important clubs such as Technical, Cultural and Sports will be selected by the following committee :-
 - (i) Director
 - (ii) Joint Director
 - (iii) Principal
 - (iv) Nominated HOD/HODs
 - (v) Respective Staff Incharge
 - (vi) Inputs from Council heads about discipline and behaviour may be sought by the committee.
- (c) Selection committee for other clubs will consist of
 - (i) Respective staff Incharge
 - (ii) Nominated representative of faculty (to be nominated by Principal)
- (d) The committee will conduct interviews of each eligible candidate and arrive at a common decision.

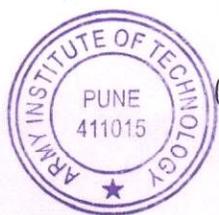


4. QUALIFICATIONS

- (a) The students interested in applying for the secretary post should satisfy all the academic requirements i.e. no active backlogs and corrected attendance in all the previous semesters should be above 75%.
- (b) The candidate should have also been an active member of the club in his/her Second year.
- (c) All the Joint secretaries of the previous year will be eligible for appearing in the interviews.
- (d) All the information should be submitted by the candidate to the current staff in-charge in the proper given format.
- (e) No major disciplinary record/action has been taken against the individual. The Director will be final arbitrator on this aspect.

5. FUNCTIONING OF STUDENT COUNCIL

- (a) All the three Council heads should address the council members within one week after the declaration of the results of election.
- (b) The Council meets should be held every 8 weeks. It will be compulsory for all council members to attend the council meets. Any kind of absenteeism should be informed to any one of the Council heads in advance.
- (c) Extended student council meet will be held every eight weeks immediately following the Council meet. This will be presided over by the Director. It will be the responsibility of the President to finalise the date in coordination with the Director.
- (d) All the Boards and Clubs are supposed to select their SE and TE Board and Club members before 15th August of the academic year.
- (e) The Cultural and Technical Board must have at least one member from each branch in case of SEs as well as TEs. For other Boards and Clubs it is compulsory to have atleast one SE member from every branch and in case of TEs it is subjected to the requirement of the respective Board and Club. The selection of TE members will be carried out in the presence of atleast two senior members of the board.
- (f) The FEs should be initially selected as the Board/ Club volunteers and later can be promoted to board members subjected to their dedication and sincerity towards the board/club activities. FEs will not be members of more than two major clubs/boards. (Technical, Cultural or Sports).
- (g) Once the members and the volunteers of the Board/ Club are finalized, the Club secretaries are supposed to maintain and submit the same record to the Board / Club in-charge. Any changes should be duly informed.
- (h) Club secretaries are supposed to inform the council heads about their upcoming events once finalized and notice for the same is sent by Principal office to all the concerned departments.
- (i) In case of any kind of disputes among secretaries of same club the case should be reported immediately to the club in-charge. Until the case is not resolved; club will be lead by nominated joint secretary



under the guidance of the Council Heads with approval from the Director.

- (j) In case of disputes among two different club secretaries the case should be reported to the respective club in-charges. The club in-charges should discuss and resolve it within 1 week (any two of the Council Heads will be involved in the discussion).
- (k) In case of disputes between the club/board members and secretaries, the decision is subjected to discussion among concerned Staff IC, the council heads, concerned members and secretaries.
- (l) In case of disputes between the Council heads the case should be reported to the Principal and Director and the decision is subjected to discussion among them to resolve it.

6. OPERATING PROCEDURE TO CONDUCT "AAKRITI" EVENTS

- (a) "Rule books" of all three Aakriti events must be forwarded to all the Council Heads and should be discussed with Branch Heads in presence of at least two Council Heads.
- (b) The rules should be in-line with the Aakriti Rules and Regulations already available on the website.
- (c) Once finalized it should be released one week before the event with consent of the Board / Club Incharge
- (d) One of the Council Heads must be present during every event (if required).
- (e) There should be a Feedback form for all the events.
- (f) Each club should maintain a daily report of all the events of the day during Aakriti. It should be submitted to the Club in-charge on the conclusion of that day's activities.
- (g) Final calculations of the Aakriti will be done in presence Staff Incharge, involved faculty from each branch one student secretary and any one of the Council Heads.
- (h) All the grievances regarding any event of the Aakriti must be submitted to the grievance cell and the staff Incharge.

7. ROLES, RESPONSIBILITIES AND AUTHORITIES OF CLUB SECRETARIES

- (a) The Student Council will be collectively responsible for ensuring good conduct, discipline, decent working environment and healthy junior-senior interaction among the student community on campus.
- (b) It will be mandatory for all the council members to attend all the mass events such as National festivals celebrated in the college, Aakriti, Annual fests, AIT day, etc. of the college and help the fellow members in maintaining the decorum. Valid absence of council members to be informed to the council heads and club in-charge in advance.
- (c) In any case of indecency or indiscipline act by the Council heads, secretaries or member/volunteer of any club is found or are found violating any rule of the college or club activity the authorities will have the right to suspend him or her from the post with appropriate reason.
- (d) If a secretary has to address an entire junior batch regarding any event or activity, the meeting must be informed to the Council Heads as well as the concerned Warden and Rector.

- (e) Each Board/Club has to submit an event wise annual report to their respective club in-charge. The report should consist of drawbacks of the current year, scope of improvements and relevant suggestions for the next year.
- (f) Each Club / Board will maintain a digest/diary. The digest will contain calendar of events, minutes of meetings, brief on events, results and awards, etc will also be include yearend report. The digest will be maintained by the club secretary and each entry will be countersigned by the club in-charge.

**8. ROLES, RESPONSIBILITIES AND AUTHORITIES OF COUNCIL HEADS
(President, General Secretary and Ladies' Representative)**

- (g) Council heads are the governing authorities of the student council and are responsible for its smooth functioning.
- (h) They will be bridging the gap between student community and college management.
- (i) Holding the highest authority of student community, Council Heads must ensure that no student violates the code of honour, AIT rule book and everyone maintains a good decorum in and out of college premises.
- (j) Council Heads will inspect mess blocks, kitchens, Cafeteria, laundry and other places to ensure quality and hygiene. They will endorse their comments in the register and report any discrepancy to the management.
- (k) Anyone from the student community can submit their grievances to the Council heads which will be duly submitted by them to the Grievance Cell of the college.
- (l) A male council head can visit any of the Boys' hostels at any time in order to check the decorum of hostels and inspect the infrastructure. Similarly, a female council head can also do the same for Ladies' hostel. However whenever accommodation of first year students is being visited, they will be accompanied by the warden/rector. In other cases also, warden will be intimated about their visit.
- (m) President is the student representative for Alumni Association and Graduation ceremony.
- (n) As Student Representative for Discipline Committee :-
 - (i) If a disciplinary case is initiated against a student council member then the President and the Ladies' representative should act as student representative in the enquiry.
 - (ii) In other cases, any one of the council heads should be called as the student representative in enquiry.
 - (iii) However in specific cases where reputation of a student is involved, council heads may not participate in the enquiry. Specific orders for the same will be issued by the Director.
- (o) Council heads have to submit an annual report of the student activities for entire academics to the Director. The report should consist of drawbacks of the current year and relevant suggestions for the next year.
- (p) The Council heads will bridge the gap between management and students and are entrusted with the responsibility of conducting

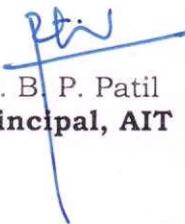


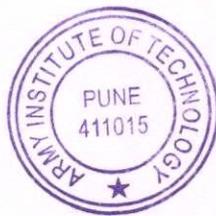
student affairs smoothly with the assistance of other members of student council.

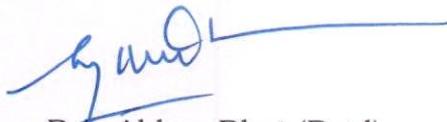
- (q) Some of the important responsibilities of the President and Secretary are as follows:
- (i) Student grievances/ complains are taken up with concerned authorities.
 - (ii) Smooth coordination between council members for conduct of all events. If necessary matters of conflict to be brought to the notice of staff in-charge or college management.
 - (iii) Ensure image and prestige of AIT is maintained and enhanced. Be the spokesperson for the college.
 - (iv) Participate in CDC meetings and contribute effectively.
 - (v) Overall functioning of all student activities and clubs.
- (r) Some of the important responsibilities of the Ladies' Representative are as follows:
- (i) Issues and complains related with the Ladies hostel to be taken up with concerned authorities and Warden.
 - (ii) Coordinate in proper functioning of the Ladies hostel.
 - (iii) Maintain proper decorum in Ladies hostel.
 - (iv) Inspect the Mess block regularly and mark the feedback in the register. In case of any discrepancy, report it to the Warden of Ladies hostel.
 - (v) Student representative in case of any enquiry carried out against any girl student.
 - (vi) Overall functioning of all student activities and clubs.
- (s) Council Heads will meet the Director, Principal and Joint Director once every fortnight in their respective offices.

9. This SOP has been prepared based on inputs from Student Council of 2018 - 19.

10. AIT Management keeps rights to modify / amend above policy at any given time.


Dr. B. P. Patil
Principal, AIT




Brig Abhay Bhat (Retd)
Director, AIT