



SURANA COLLEGE

No. 167, 5th Main Road, Industrial Suburb, 2nd Stage, Behind FTI, Near ESIC Hospital, Peenya,
Bengaluru-560022

Student Council By-laws

Vision:

To enhance the advancement of student life, quality education and student participation.

Mission:

- To achieve, through continuous transformation, appropriate access to higher education by empowering the previously marginalized communities in our campus.
 - To contribute to maintaining and enhancing student life in all the relevant aspects such as academic and social areas,
 - To mediate the gap between the students and management.
 - To improve transparency through consistent communication with the student.
 - To encourage and support active participants of all students in community engagement projects.
 - Aim:
 - To make the students participate in the development of the Institute and develop their career, personality, and organizational skills through interactive programs with the faculty, administration, and society.
 - The Council will try to achieve these aims mainly through debates, lectures, meetings and cultural programs.
- Membership

All students at the college shall be deemed to be members of the Council, for the academic year and all members of the staff shall be its honorary members.



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Chapter 1

Student Council Pledge

We, the student representatives, pledge to represent the interests of all students; to promote student/faculty understanding; to participate in community affairs that concern, involve, or affect our students; but, above all, to encourage students to become involved in the educational and social activities of Surana College, Peenya Campus. The motto of the Student Council is “learning through involvement”.

Name, Purpose, Objectives, and the Principles of the Student Council Article I: Definition

This organization shall be defined as the Student Council of Surana College, Peenya Campus representing all undergraduate students of Surana College, Peenya Campus is the most important Student Institution. The unit is composed of students elected as class representatives and department representatives in order to forward demands from students to the College Administration and to contribute to the educational activities.

Article II: Principles

Surana College, Peenya Campus Student Council operates under the principles of fully understanding and agreement between members, students, and the College administration.

Article III: Purpose and scope

Surana College, Peenya Campus Student Council (EUSC) is an independent organization of the students which does not perform any economic or politic activity.

- The fundamental objective of the Students Council is to ensure both the academic development and the social and personal growth of students.
- The Student Council ensures that the opinions and suggestions of the student community are transmitted to the decision-making bodies of the College.
- It promotes the student participation in the academic, research and social activities of the



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university.

- It provides a liaison between the administration and the students by practically representing the students.
- voice in the university.
- Surana College, Peenya Campus Student Council expresses thoughts and gives proposals for all the issues pertaining the students' College life such as academic programs, class regulations, participation of students in research programs, organizing various social, cultural, artistic and sport activities.

Article IV: OBJECTIVES

‘A good/ confident student who walks out of the college will always build institutes reputation’

- To make the student participate in the development of the institution and develop their career, personally and organization skills through interactive programs with the faculty, administration and society.
- To expose the students to various leadership skills.
- Aiming to build language skills as language is a medium which takes students through effective communications.
- To create motivation for academic excellence.
- To promote extracurricular activities.
- To involve as many students as possible in the activities of the council.

Article V: Duties

The main duties of the Student Council are:

- To discuss and try to find a solution to the student problems that may arise.
- To contribute for students to be active and improve their organizing and managing skills.
- To create such structures that will serve for keeping students informed and take care of their progress.



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- To cooperates with the Student Clubs and other student organizations.
- To cooperate with the college administration in order to improve the academic teaching quality and develop scientific research programs.
- To create and maintain relationships between students of our college and students of other universities/colleges.
- To develop various student services that will help their campus life.
- To urge students in improving their academic and cultural skills.
- To abide by the statute of the college, its basic regulation and other provisions in force.



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Chapter 2

Regulations, Supervision, Activity, Financing, Elections, Organization Article V; Supervision

One member of the University administration will be assigned as the Student Council Advisor who will have the right and the duty to:

Participate to the Student Council meeting.

Propose and recommend initiatives

Monthly report on activities efficiency of Student Council.

Article VI; Activity

Student Council operates within Surana College, Peenya Campus and cooperates with other organizations outside the college with the permission of the latter.

Article VII; Financing

The activities of Student Council are supported by Surana College, Peenya Campus, post compliance with the rules & regulation with due diligence and recommendation for College Administration.

Article VIII: Elections

- Eligibility of Students to contest
- ❖ A student contesting the election should be a regular full-time student have cleared all papers till the date of nomination with 75% attendance in the previous semester. The contesting candidates should not have criminal charges or affiliation to any political or communal outfit. They should not have any charges of indiscipline.
- ❖ All the students of the college shall have the right to vote and contest in the election of the Students Council. The Chairman and the Secretary candidates shall be from the third year UG classes.
- ❖ Students elected as Chairman, Vice-Chairman, Secretary, Joint-Secretary and Executive Committee members of the Council shall not hold office in any other association in the college and shall resign other offices to which they may have been elected earlier.
- ❖ The elections of the Chairman, Vice-chairman, Secretary, Joint-Secretary and student members



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of the Executive Committee will be conducted by President or by the Advisor appointed by him.
Elections shall generally be by secret ballot.

- ❖ If any student is identified as guilty and fined Rs. 50/- and above, that student shall not be eligible to contest in any of the student Council elections.

1. Students Council cell

- A Students Council cell constituted by the staff council will dispose of the election-related disputes and complaints within 24 hours.
- The Grievance cell will have the authority to cancel the candidature of a contestant who violates the election rules.

2. Code of Conduct:

No election related expenditure will be permitted. Corrupt practices are totally prohibited. Wall posters, pamphlets and handbills are banned. No outsider should be allowed during the days of election process. Procession of any kind and anywhere is strictly prohibited. In the event of violence or factional clashes, the council will cancel the whole election process and inform the decision to the University authority concerned.

The President shall have the power to issue directions for the proper conduct of meetings and other affairs of the Council and to revise the regulations. His interpretation of the regulations and his decisions in any dispute shall be final.

Article IX; Organization

Student Council is organized as stated below:

- Class representatives: Each class has its own representative selected democratically representing the class in the Student Assembly.
- Department representatives: The class representatives of the same Department through a democratic voting select their department representative.
- Student Assembly: The Student Assembly composed of all the class and department



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representatives hold a meeting on the Student Council President call (at least once in an academic term). Each class representative has the right to call the Assembly on a meeting only for essential causes that may come up. The role of the Student Assembly is mainly an advisory one and also the Assembly elects the President of the Student Council by vote.

- Student Council: The Student Council will be composed by departments representatives, who will meet periodically at least twice per month on General Secretary's call. The meeting is valid when more than half of the representatives are present. An extraordinary meeting can be held if one of the Council members calls for it with the approval of the Council President.
- Student Council President: The Student Council President is selected through a democratic voting by the Student Assembly. The Student Council President has the right to appoint one of the Student Council members as Vice-President, who is responsible for the academic issues pertaining to the students of Surana College, Peenya Campus. In the absence of the President of the Student Council, the Vice Presidents get the President's authority depending on the type of the activity.
- The Student Council, through a democratic voting selects the Student Council General Secretary, who will be from the Student Council too.
- The treasurer will be appointed by the student council and the advisory board, who would be responsible for handling the finances pertaining to the varied activities proposed and approved by the College Administration.

Article X: Duties

The President's duties shall be:

- ❖ To chair the meetings of the Student Assembly and the Student Council.
- ❖ To speak officially and convey opinions of the Student Council and students.
- ❖ To act as liaison to Surana College, Peenya Campus Administration.
- ❖ To supervise the operations of the members of the Student Council and Student Assembly.
- ❖ All other duties as normal entail in this office.
- ❖ Represent the student body at college district and civic events and other meetings.



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- ❖ Be responsible for coordinating the interviewing, selection and functioning of committee chairpersons and task forces.
- ❖ Supervise the functioning of the elected student body officers.
- ❖ Develop the agenda for and preside over the meetings of the Student Council.

The Vice-President's duties shall be:

- A. To assist in the well-functioning of the Student Council, especially the activities he/she is responsible for respectively, the academic or social issues.
- B. To assist in coordinating the actions in different projects of the Student Council.
- C. To perform other duties assigned by the President.
- D. To Represent the student body at College district, civic events, and other meetings as requested by the president.
- E. To coordinate the work of committees.
- F. To preside over Student Council meetings in the absence of the president.

The Secretary's duties shall be:

- A. To record all proceedings of the meetings held by the Student Council or the Student Assembly.
- B. To keep record of the present members of the Council or Assembly during the meetings.
- C. To inform the members of the Council and Assembly for the meetings to be held.
- D. To keep the Student Council's Database, to prepare the official drafts and documents etc.
- E. To submit the minutes of each formal meeting to the Council Advisor for corrections or additions.
- F. To conduct correspondence with the Council members as assigned by the Council President.
- G. Type material for student body officers and committee chairpersons as needed.
- H. Provide advice on questions of parliamentary procedure.
- I. Make the Council members aware of good parliamentary practices.

Student Council Finance Secretary



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- A. Coordinate the preparation of the annual budget.
- B. Present the proposed budget to Student Council for adoption.
- C. Maintain financial records of the student body.
- D. To ensure the optimal utilization of the finances delegated by the administration.
- E. To prepare feasibility report and to recommend the proposed budget
- F. Prepare financial reports for meetings of Student Council.
- G. Bookkeeping of necessary financial transaction.
- H. Coordinate fund raising projects for the student body.
- I. Sign all purchase orders.

Magazine Secretary

- A. Gather materials in preparation for the Magazine.
- B. Be responsible for the completion of reports of each activity.
- C. Maintain a file of materials about activities of the College.
- D. Make sure pictures are taken of all activities.
- E. Coordinate work on other historical presentations (i.e., slide shows, video).
- F. Write, edit, and submit stories about the Council to the college magazine and local media.
- G. Organize publicity for Student Council meetings and events.
- H. To express student opinion.
- I. To update and inform students concerning student relevant topics.
- J. To provide a creative platform for student development and participation.
- K. To widen student awareness of the Union.

Public Relations Director

- A. Communicate ideas from the student body to the Council.
- B. Report to the class the results of Council action.



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- C. Serve on or chair committees.
- D. Volunteer as needed.

Sports Secretary

- A. Recruit members of Sports committee.
- B. Call and preside over sports activities.
- C. Inform Physical education faculty on progress and problems which arise during the conduct of sports activities.
- D. Delegate tasks of committee and follow up with members to make sure plans are completed.
- E. Maintain all files and materials of sports activities of the College.

Women's Affairs

- A. To represent his/her class at all Assembly/Council meetings.
- B. To act as a liaison between the Council and his/her class or department ensuring the flow of Council related information.
- C. Maintain required attendance and submit class/department information.
- D. In charge of maintaining a comprehensive data bank relating to their social, economic and political conditions of women and to conduct special studies, workshops and seminars to deal with specific problems of situations arising out of discrimination and atrocities against women. Is also responsible for conducting promotional and educational research for the upliftment and benefit of women.

Cultural Secretary

- A. Cultural Secretary is a part of the executive body of the Student Council.
- B. Generally, he/she looks after organizing various events in the cultural domain for the general student body thereby providing a platform for students to showcase their talent and ensuring student engagement apart from their academic routine. He/she coordinates the activities of



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various student run clubs such as music club, dance club, etc which fall under the cultural council.

- C. The Cultural Secretary is also responsible towards participation of students in inter-collegiate events.
- D. So, overall, he/she should make sure that there are enough avenues for students to have fun and explore their talents thereby leading to an enriching student life experience!
- E. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- F. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)

Article XI: Meetings

Student Assembly meetings will be held at least once a working month. Meeting time and place is to be defined by the Student Council General Secretary. Student Council meetings will be held at least twice a month. Meeting time and place is to be defined by the Student Council General Secretary.

A quorum of Assembly/Council members must be present for a meeting to be held. A quorum shall consist of fifty percent plus one of all Assembly/Council members. Each Assembly/Council member **MUST** be present in the official meetings called by the Council President. Only reasonable excuses can be accepted.

Article XII: Decisions

All decisions in the Student Council meetings are taken with a simple majority of votes. If there is equal voting on a decision-making process, then the President's vote gives the verdict. All decisions enter into force as soon as they are signed by the President unless provoked by the College Administration, in the scenarios where the verdict is found amiss.



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Article XIII: Entry into force

This Statute enters into force directly after being approved by the Surana College, Peenya Campus Student Council and the administration of the Surana College, Peenya Campus.

Article XIV: Interference of College management

In case if the elected members of student's council are failing to be active in delegating their duties or found involved in misconduct or disobedient or found any allegation against them. Then the Surana College, peenya campus management under the guidance of The Principal and Convener of student's council members are given the powers to detain the existing office bearers from their powers and select new officebearers and replace them and fill the vacant positions.



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Article XIV: Hierarchy of Students Council

