




BHARATI VIDYAPEETH
(Deemed To Be University)
SCHOOL OF PHYSIOTHERAPY, PUNE

Standard Operating Procedure (SOP)
Students Council and Welfare Committee


PRINCIPAL
Bharati Vidyapeeth
(Deemed to be University)
School of Physiotherapy
Pune-Satara Road, Pune-411 004

Prepared on: 17/03/2022

For the Academic Year 2021-2022:

MANAGING COMMITTEE MEMBERS		
1	Director	Dr. Asmita Jagtap
2	Chairperson	Dr. Swati Bhise (PT)
3	Coordinator	Dr. Neeraj Athavale (PT)
4	Teacher Member	Dr. Chetana Kunde (PT) Dr. Ruchita Killedar (PT) Dr. Rucha Pande (PT)
5	General Secretary	GS: Miss Nidhi Jani
6	Student Member	Mr. Rushabh Babar Mr. Atharv Devange
7	Cultural Secretary	Miss Khushi Sharma
8	Sports Secretary	Miss Gayatri Muzumdar

Approved by IQAC: YES/NO

1. Introduction:

The Students' Council with the reference of BVDU SOPT on the constitution of university student's council and students' council of affiliated colleges. The act has a number of innovative sections for the betterment of students, teachers, colleges, and universities. There shall be a University Students' Council and a College Students' Council for each affiliated college to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. It is specifically noted in the act that the Councils shall not engage in political activities.

Students have a valuable contribution to make to 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.

It aims at enabling them to face problems that hinder their academic success or the academics process, with the end of qualifying them professionally upon the national and regional levels.

2. Purpose:

1. The purpose of the Students Council (SC) is to provide programs, activities and services which serve the co-curricular, cultural, social, recreational and educational interest of students at the University and Colleges. The SC seeks to contribute to the development of students' leadership skills and experience, program planning and development, volunteering, and fiscal management
2. Planning yearly college sporting and cultural activities
3. Assisting with or organizing fund-raising events for charity
4. To develop a procedures for the academic support of below-average students and boosting social, sports activities encouraging students union of BVDU SOPT.
5. To honor outstanding students in social, sports activities and developing the skills of academically outstanding students of BVDU SOPT.
6. To outline the procedure for establishing the Annual report
7. Selection of General Secretary and other committee member of the student's council.

3. Objectives:

1. To enhance communication between students, college council and teachers
2. To promote an environment conducive to educational and personal development
3. To encourage student's active participation for all academics & extracurricular activities
4. To represent the views of the students on matters of general concern to college council
5. To develop leadership and management skills among the students of the council
6. To describe the procedure for the various government scheme available for enhancing academics, personal and social activities.
7. To support the management and staff in the development and formulation of the college rules and regulation
8. Developing a spirit of partnership and co-operation between a Student Council and teachers.
9. To inculcate social responsibility among the students

4. Scope:

1. The scope of student's council is limited to academic and extracurricular activities within the context of the institute. The student council will be the main student body for these activities
2. Formation of yearly activities calendar of student's council
3. Distribution of responsibility to different committee members for respective activity (Sports & cultural)

5. Function:

1. A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college.
2. Student Councils can create a self-responsibility for the college activities among the student population.
3. It abides with the programs set by the university to provide a unique academic environment based on positive interaction among the students and the university.
4. The Student Council will consist of maximum 12 executive members each year, excluding the faction of class representatives elected at the beginning of an academic year.
5. It will be composed in part of standing representatives nominated by students or faculty and staff and confirmed by the bodies they represent.
6. Should a council member resign from their role, procedure number 2 shall be applied to selecting a new member to fill their position.
7. All members have the right to participate, and all council decisions are made by consensus.
8. No formal decision-making procedure can take place on the first meeting of the year.
9. Continuity in attendance is an expectation for all members. Members are expected to notify the entire council before missing a meeting. If there is prior notice for significant circumstances, the council can exempt this member from the attendance requirement. Below are criteria for absences and removal.
10. If a member has more than 3 unexcused absences the member will be asked to step down.
11. If a member misses more than three meetings (with excuses), the Council may consult with the advisors and ask the member to step down with a consensus vote.
12. Any council member asked to step down for these reasons is welcome to reapply for the following year.
13. The Council shall meet for one hour monthly while college is in session.
14. The budget and frequency of meeting shall be as may be prescribed by the Statutes.

15. The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed.

6. Nomination criterion:

(a)	Dean/Principal – Chairman	
(b)	One teacher; nominated by the Dean / Principal	
(c)	Program Officer of NSS (if available)	
(d)	Director Sports / Physical Education Instructor	
(e)	Officer in charge of Cultural activities	
(f)	One student of each class (UG) nominated by the Dean/Principal nominated student under clause (f)/ who is engaged in full – time studies / training in the college and have secured in the college and have secured highest number of marks in the preceding annual examination.	
(g)	One student nominated by the Dean / Principal, who has shown outstanding performance, from following activities. (i) Sports (ii) National Service Scheme (iii) National Cadet Corps (iv) Cultural Activities (v) Research or other extracurricular activities.	
(h)	Two lady students nominated by the Dean / Principal, who have shown outstanding performance, in Sports, NSS, NCC and Cultural Activities.	
	Provided that, two of the students from clauses (g) and (h) shall be those belonging to the Scheduled Castes, Scheduled Tribe, De-notified Tribes (Vimukta Jatis), Nomadic Tribes or Other Backward Classes.	
	Name of the student Secretary :	
	Elected from amongst Student Members other than the students of first year, interneees and PG	

7. ROLES AND RESPONSIBILITIES:

a. Chairperson:

1. To chair all Students council meetings and managing committee meetings.
2. To review and sign the documents/circulars related to Students council and Welfare committee
3. Communicate with higher authorities about meeting proceedings and any plan of action if necessary.

b. Coordinator

1. To Coordinate Students council and Welfare committee meetings and managing committee meetings
2. To planning a date for election of GS & other students members
3. To inform GS, students member and staff members about meeting date, time and agenda.
4. To maintain minutes of meetings, draft documents related to Students council and Welfare committee meetings

c. General Secretary

1. Duties include careful note taking of every meeting and sending minutes to email list
2. Duties also include keeping attendance, keeping track of which bodies are represented, and working with representative groups to ensure participation
3. The Secretary creates and organizes the distribution of all documents pertaining to student council at institution and university level
4. Provides direction for monthly meetings
5. Provides introductory materials for new members
6. Serves as primary facilitator for Council meetings
7. Oversees all activities within the council, provides ideas and is particularly attentive to how the council is run and the process improved continually
8. Duties also include managing funds and keeping the council updated on the status of monetary resources

d. Teacher Member

1. Sports Incharge: Dr. Neeraj Athavale (PT) & Dr. Ruchita Killedar (PT)

- Assisting in smooth planning of Sports activities and tournaments
- Assisting in arrangement of venues and equipments for Intra college competition
- Planning & documentation of the events organized

2. Cultural Incharge: Dr. Chetana Kunde (PT) & Dr. Rucha Pande (PT)

- Assisting in smooth planning of Cultural activities and competitions
- Assisting in arrangement of venues and equipments for Intra college/Inter College competition
- Planning & documentation of the events organized

e. Students Member Representatives

1. Managing communication between the Council and the Group he/she represents; Providing guidance, advice and information if requested
2. Creates a positive campus atmosphere, liaises between student council and other parties of interest, raises the funds, communicates and holds meetings for students interested in the specific event(s), creates schedules, procures any necessary materials for those events

8. RULE FOR STUDENTS

a. Quorum and Decision Making

1. Quorum will be attained if 67 % of the membership is present.
2. Decision-making will be made by unanimous consent and all members will be part of the decision-making process. If unanimous consent cannot be achieved, decisions will be made by a supermajority (75 % of the votes).
3. Members may vote for, against, or abstain during any movement and shall maintain the respect of other members.

b. Code of conduct for the contesting candidates

Every candidate contesting for election shall have equal opportunity to campaign in the premises. Campaign Activity may include, for example appearance of a contesting candidate before the students group, speak on campus, on topics of interest to students or explain to them why you would make a good representative; canvassing for the Candidate, giving printed materials and oral introductions.

1. Public sound system should not be used.
2. Campaign should be limited to the bona fide students only and Interference of non-students should be prohibited.
3. Use of threats, unfair means, pressure tactics, bribing, intimidation and indulgence in communal, regional campaign may disqualify the candidate if found guilty by the Election Committee.
4. Disfiguring of the walls/property of the college for the purpose of campaigning may disqualify the candidate.

5. Each contestant will give a 'Letter of Interest' telling the position he/she is interested in and signing the undertaking that he/she will abide by the rules and code of conduct governing the elections

c. Duties and responsibilities of the council

- a. Smooth Conduction of the Institute Annual Day every year.
- b. Prevention of ragging in the campus through counseling senior students, helping the administration whenever necessary.
- c. Suggesting the administration to improve the student amenities to improve their career and personality building.
- d. Helping the administration in smooth conduct of student activities on the campus.
- e. Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars/ symposia/ workshops etc.
- f. Encouraging innovative and creative skills of the undergraduate students.
- g. Organize the programs in the campus to improve the cleanliness and greenery in campus.
- h. Organize any activity to improve the knowledge and skills of the campus students.
- i. Maintenance of the peace and harmony among campus community in General and student community in particular.

Provision for revision:

For revision / changes committee meeting to be called and the decision regarding the change to be made and get it approved by IQAC.

- Every 2 year
- With respect to any new observations

Annexure:

Academic planner (2022-23)

TENTATIVE ACADEMIC PLANNER

SIZE AND COMPOSITION OF A STUDENT COUNCIL	Will form after results mostly in second week of August
SPORTS:-	
College level sports	January
CULTURAL ACTIVITIES	
Social events and Traditional day	February
All days celebration	February
Committee member meeting	Every second Monday of each Monthly



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