



# LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (Autonomous)

## STUDENT COUNCIL AND WELFARE GUIDELINES



QUALITY INITIATIVE  
from  
INTERNAL QUALITY ASSURANCE CELL

## **ACKNOWLEDGEMENTS**

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# **Chapter1:**

## **INTRODUCTION**

In the engineering education ecosystem, a Student Council and Welfare makes significant contribution to the holistic development of the student community and ensures their intellectual, psycho-social and professional well being. Student council and welfare provides a representative structure or a forum to students to bring up important issues for informed discussion, deliberation and affirmative action most suitable for their all round development as well as institutional growth.

In the learning systems, the voice of the learner needs the most empathetic mechanism to be heard in order to prove that it matters the most. Hence, it is important that students are given ample opportunities to express their views on issues of concern to them in the college. It is equally important that they are encouraged to take active part in promoting the best practices, uniqueness and the value system of the college.

The guidelines mentioned in this manual are intended to provide practical guidance to the prospective Student Council and Welfare members in its formation as well as operation.

### **What is a Student Council and Welfare?**

A Student Council and Welfare is a forum through which our students get opportunities to work on various important student and institutional aspects in the collaborative mode alongside the management, staff and fellow students for the benefit of the college and its different stakeholders, including students.

### **Why Student Council and Welfare?**

Student Council and Welfare has become increasingly common features in many institutes of higher learning, especially in the engineering domain for their high value addition. Students have a valuable contribution to make to the all round betterment of the college and help in building and preserving a vibrant atmosphere of scholarly pursuit and human development. Their involvement in the activities of the college is itself a valuable part of the education process for students. A Student Council and Welfare provides an opportunity for students to engage in a structured partnership with teachers, students and management in the operation of their college. Student Council and Welfares can create a sense of ownership and boost interpersonal relations among students and other stakeholders in a college.

The establishment of a Student Council and Welfare gives students an opportunity to acquire the sort of communication, planning and organizational skills which will benefit them in honing their personality and professional conduct. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion. Moreover, the contribution made by a Student Council and Welfare to the development of college policy in a number of areas can have significant benefits for students and the college. College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the community. At the end of the day, a Student Council and Welfare will succeed only if students themselves are committed to the concept and to making it to work.

## **Chapter 2:**

# **THE ROLE OF THE STUDENT COUNCIL AND WELFARE**

A Student Council and Welfare shall be governed by a set its own objectives, which may broadly be as hereunder:

- To enhance communication among students, faculty and management
- To promote an environment conducive to their educational and personal development
- To promote professionalism and respect for other students, faculty and general public
- To support the management and faculty in the development of the college
- To represent the views of the students on matters of general concern to them.

### **The Student Council & Welfare and the Management**

- The college shall encourage students to set up a Student Council & Welfare and provide the necessary assistance.
- The college shall draw up rules specifying the establishment of a Student Council and welfare, selection of members and its dissolution.
- The college will suggest a broad set of rules governing meetings of the Student Council and welfare, and the conduct of its affairs.

The Management will give active support to the student council and welfare. This could involve designating a student advisor in the college to communicate with the Council on a regular basis, as well as assisting the Council in drawing up a constitution and in planning and organizing its activities.

### **Student Council & Welfare and Principal**

The Principal shall authorize the entire process to be followed in the establishment, selection of the members and operation of a Student Council and welfare.

The Principal shall call students and faculty and discuss the rationale behind forming a Student Council and welfare, then advice the concerned faculty in framing the constitution or statement of objectives. After the Council starts to function and members start performing their designated roles, the Principal will confine his role to being the highest supervisory authority as well as its chief advisor. More specifically, the Principal shall ensure that the college culture is reflected in

the functioning of the Student Council and Welfare, so that an empathetic and supportive interactive system is maintained in the college.

### **Student Council & Welfare and Faculty**

Developing a spirit of partnership and co-operation between the members of a student council and faculty has clear benefits for both. The Student Council and Welfare can play an important role in recognizing and supporting the work of faculty. Similarly, the interest and support of faculty will be of great value to a Student Council and welfare, particularly during the early stages of its development. Student Council and Welfare meetings will help to build a spirit of co-operative, good interpersonal understanding and mutual respect, leading to good working relationship between students and faculty of the college.

## **Chapter 3:**

### **KEY FUNCTIONS OF STUDENT COUNCIL:**

The functions and activities of a Student Council and Welfare should support the aims and objectives of the Council and promote the development of the institution and ensure the welfare of its students. While planning and performing various activities in the college, the Council members are expected to fulfill the following few responsibilities:

- Work closely with the management, faculty and fellow students
- Consult fellow students regularly and communicate well
- Involve as many students as possible in the activities of the Council

The Student Council and Welfare may undertake the following activities as outlined below:

- **Representing the views of the student body to the college management**

This should become a primary objective of every Council. It involves talking and listening to fellow students, considering their views and concerns with empathy, and discussing these with the college management on behalf of the students.

- **Promoting good communication & interpersonal relations within the college**

Improving communication within the college community is a shared responsibility of every member of the Student Council and welfare. Making presentations at various association and large meetings to keep the faculty and fellow students informed about the various activities and the progress, posting all information on Student Council and Welfare notice-boards or organizing a regular newsletter are a few ways the Council can communicate with the students and faculty. It will lead to good interpersonal relations among all stakeholders.

- **Supporting the educational development and progress of students**

The Student Council and Welfare can contribute to the learning environment for students in the college by setting up or supporting various professional and interest clubs and associations, for example, setting up study groups for students or organizing activities for clubs like Spoorthy – The literary club, Kruthi- Fine arts club, Prakruthi- Environmental club during their free time as a hobby.

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

Starting college life is a challenging new experience for the freshers who join as 1st Year students. In order to help them acclimatize better to the engineering ecosystem require mentoring and a supportive climate. Senior students may join hands with the faculty in the induction programs and help new students to find their feet and can help their integration into the college ethos.

- **Contributing to the development of college policy**

The Student Council and Welfare can actively contribute to the development of college policy in a wide range of areas such as sensitizing students about discipline that will ensure that there is amicable relation among students, besides preventing ragging, bullying activities. The council can ensure that the code of conduct is properly maintained that includes sensitizing fellow students about uniform rules, standard behavior, interpersonal requirements, professional conduct and extra-curricular activities. The Council could form sub-committees to effectively carry out this task.

- **Assisting in college sporting and cultural activities**

Student Council and welfare can assist in organizing sports and cultural activities/events within the college, including, for example, Annual Sports day, Annual Day function, Techno-cultural symposia like Lakshya and drama or musical events.

- **Assisting with or organizing Social Service events**

Student Council and Welfare can organize events both within the college and outside involving the wider community or support NSS team to organize many social services related activities or charitable activities.



## **Chapter 4:**

# **GUIDELINES FOR ESTABLISHMENT AND DISSOLUTION OF STUDENT COUNCIL**

The Principal after consultation with senior faculty draws up the rules for the establishment of a Student Council and welfare, keeping in view the following basic principles:

- The Student Council and Welfare shall promote the interests of the college and the involvement of students in the affairs of the college, in co-operation with the college and faculty
- The Council should, as far as is practicable, be representative of the student community
- The college shall at all times retain the right to dissolve a Council or remove a Council member, in accordance with these guidelines.

### **Establishing a Student Council & Welfare**

The principal will circulate the rules governing the composition and selection parameters followed while establishing the student council.

### **Size and Composition of Student Council & Welfare**

The size and composition of Student Council and Welfare shall be determined by the college having regard both to the need for the Council to be representative of all students in the college and the need for it to function effectively. It may not always be appropriate for each class to have a representative on the Council. Appropriate gender balance on the Council should be maintained.

### **Nominations**

The Principal will set a date for the selection of representative(s) to the Student Council & Welfare and notify its formation.

### **First Meeting**

The Principal or a designated senior faculty member shall convene the first meeting of the newly formed Council. The first meeting of the newly formed Council should take place early in the academic year.

### **Constitution**

The Student Council and Welfare may make rules governing its meetings and conduct of its activities, but it shall consult with the advisor before doing so.

## **Dissolution of a Student Council and welfare**

Normally, a Student Council and Welfare shall stand dissolved when the term of office of the members expire. The principal may dissolve the Student Council and Welfare before the expiry of its term in accordance with the rules and procedures governing dissolution. This will only happen in exceptional circumstances after consultation with all concerned. When the principal intends to dissolve the Council, he/she will give the Council adequate notice of the proposal, and the reasons therefore. The Council will be allowed to appeal the dissolution to the Management or Principal of the college.

Where the Student Council and Welfare is dissolved another Council may be formed following the procedures outlined earlier. When a Council is dissolved less than 6 weeks before the end of the college year, the appointment of a new Council may reasonably be left until the following academic year. Circumstances that may require the early dissolution of a Student Council and Welfare include:

- When a significant number of members of the Council have been involved in a serious breach of the college's code of behavior
- When serious irregularities have occurred in the functioning of the Council
- When the activities of the Council have adversely affected the welfare of faculty or students of the college

## **Removing a member or members of the Council and welfare**

Sometimes, it may be more appropriate to remove an individual member (or members) of the Council rather than dissolve the Council as a whole. This may happen in two ways:

The Student Council and Welfare may remove any member of the Council for his/her continuous absence from meetings of the Council, or for lack of commitment to the purposes of the Council, or for stated misconduct (including significant breaches of the college's code of behavior). Such a decision shall be taken on a majority vote of the Council, and the member should be given adequate notice of the proposal, the reasons therefore, and the opportunity to present his/her case.

The Principal on the advice of the council or on his/her own initiative may remove a member of the Council in accordance with the rules and procedures. Both the member concerned and the Council should be given adequate notice of the proposal, the reasons therefore and the opportunity to appeal the removal to the Principal or management of the college.

## **Filling a vacancy on the Council and welfare**

Where a member is removed or resigns from office, the resulting vacancy should be filled in

accordance with the procedures.

## **Chapter 5: GETTING STARTED**

The Principal notifies to invite interested students to indicate their willingness to start a Council & welfare in the college. They should go through the rules laid down for the establishment of Student Council & welfare. 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 senior faculty will make students build the necessary rapport with them.

### **The Functionaries of Student Council and welfare**

- President
- Vice president
- Secretary
- Joint secretary
- Treasurer
- Joint treasurer
- Editorial Secretary
- Joint Editorial Secretary
- Literary Secretary
- Joint Literary Secretary
- Cultural Secretary
- Joint Cultural Secretary
- Library secretary
- Joint Library secretary
- Sports secretary
- Joint Sports secretary
- CIIE Secretary
- CIIE Joint Secretary
- NSS Secretary
- NSS Joint Secretary

### **Faculty Advisors:**

- Principal
- Vice-principal
- Dean, Academics
- Dean R&D
- IQAC coordinator
- Student advisor
- Cultural advisor
- Sports advisor
- Literary advisor
- CIIE Advisor
- Library Advisor
- NSS advisor

### **Inaugural Meeting of the Student Council and welfare**

The first meeting of the Student Council and Welfare will be convened by the Principal. The Principal or faculty 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 faculty involved in the activities of the Student Council and welfare. During the early stages of the newly formed Council, faculty will provide the required advice and support to the functionaries and make them understand their roles with clarity. The faculty will continue to advise them from year to year to ensure that there is some measure of continuity in the activities of the Council.

## **Chapter 6:**

# **THE WORK OF THE STUDENT COUNCIL AND WELFARE**

The Student Council and Welfare shall be responsible for:

- Working with faculty, management and fellow students
- Communicating and consulting with fellow students in the college
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's scheduled activities for the year
- Managing and accounting for any funds raised by the Council

### **Planning and Managing the Work**

While Student Council and Welfare members all have a part to play in the activities of the Council, not all can or need to be involved in organizing the work. It is for this reason that the Council should appoint representatives or coordinators.

### **Functionaries**

Every Student Council and Welfare shall appoint the necessary functionaries as listed above.

### **Subcommittees**

Rather than trying to plan and organize every activity during the year, the Student Council and Welfare may use subcommittees to plan and oversee specific activities of the council. Subcommittees should be required to submit their plan to the Council for approval and should report back to the Council on their activities. One area where a subcommittee might be useful is a fund raising subcommittee or social service or skill building areas. It is a matter for the Council to decide how many members of the Council will sit on a sub-committee and the Council may choose to dissolve a sub-committee at any time.

### **The role of the Functionaries**

#### **President:**

The President is responsible for presiding over meetings of the Council. The President with the Secretary, prepares the agenda for each meeting and, where necessary, signs the minutes once they

have been agreed by the Council. The President may also be designated to represent the Council at meetings with management.

### **Vice-Presidents:**

The Vice-Presidents are responsible for assisting the President, and when the President is absent from a meeting he/she assumes the role of the President for that meeting.

### **Secretary:**

The Secretary, with the President, prepares the agenda for each meeting and the Secretary then circulates it to all members of the Council in advance of the meeting. All agendas should include a provision for 'Any other issue ' that may be raised by Council members for discussion not included on the agenda.

The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary, these minutes can be circulated to all members of the Council, either with the agenda for the next meeting or at the start of the next meeting.

The Cultural secretary along with Joint cultural secretary will be responsible for planning and conducting cultural events. The Sports secretary and Joint sports secretary will be responsible for all sports activities. The literary and joint literary secretary will be responsible for organizing literary events. The Editor and the joint editor will be responsible for bringing out the college magazine. It is the responsibility of the secretaries to give detailed reports regarding their work.

All secretaries should coordinate with the staff advisors whenever necessary.

### **Treasurer**

The Treasurer is responsible for managing funds raised by the Student Council and Welfare and should keep complete account of all income and expenditure of the Council. Advice and assistance in this regard may be provided by faculty. The Treasurer should provide the Council with a complete financial report at the end of the college year. Given the responsibility of the post, a Student Council and Welfare may reasonably require the Treasurer to be a senior student. It is the responsibility of the treasurer to obtain and maintain all documents from the outgoing treasurer. As a general rule, any payments made by the Treasurer should be countersigned or endorsed by president or secretary of the Council or a faculty designated for this purpose.

## **Chapter7: COMMUNICATION**

Regular and effective communication is the key to success for any Student Council and Welfare which is developed by the following activities/methods:

- Newsletter
- Minutes of the Student Council and Welfare meetings circulated among principal, management and faculty and Student Council & Welfare members
- Maintaining a notice-board in the college to post the Council's activities
- Announcement about upcoming events
- Providing an annual or yearly report to the Principal & management

### **Communication between the Council and students:**

The Student Council and Welfare 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 Welfare and that as many students as possible participate in events organized 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 faculty provides the basis for building a good and lasting relationship, based on trust and respect, between students and other members of the college community. All members of the college community should work together towards common goals.

Good communication doesn't simply mean keeping everyone informed of planned activities; it also involves seeking their views and suggestions. It means consulting with, and sharing ideas with the management, Principal and staff members and listening to their suggestions and making sure that all sections of the college community understand the purpose and goals of the Student Council.

When a senior faculty regularly attends meetings of the Council, it also helps to improve communications. Also, the Principal may wish to address the Council from time to time on key issues affecting the college community.



## **Chapter 8:**

# **A GUIDE TO ORGANISING BETTER STUDENT COUNCIL AND WELFARE MEETINGS**

### **BE PREPARED!**

Read any information sent out before the meeting, such as the Agenda or the Minutes of the last meeting. Prepare any point you want to raise.

### **Listen!**

Listen carefully to what others have to say, and be open to other people's opinions. An important purpose of council meetings is to exchange ideas and information and to learn from each other.

### **Participate!**

It is much more constructive to raise matters of concern to you at the meeting, rather than afterwards.

### **Act!**

If you undertake to follow up on a task, then do so, and be ready to report back at the next meeting.

### **Tips for the President:**

- Be prepared for each meeting and try to ensure that other members of the group have a written agenda before hand, if possible, so that they can also prepare for the meeting. It may be useful to meet the secretary to provide an agenda in advance of a meeting, and such an agenda should always include a provision for 'Any other issues'.
- Start and close each meeting in time.
- At the beginning of any meeting, allow some opportunity for group members to put matters on the agenda under 'Any other issues'. Then, keep to the agenda/items for discussion.
- It may be necessary to review and approve the minutes of the previous meeting at the beginning of a meeting and to sign the approved minutes.
- Present each item for discussion, ensuring that everyone who wishes to do so gets an opportunity to speak, and that each person is properly heard by others.

- Give direction to meetings making sure that there is adequate time to deal with each item on the agenda.
- Try to keep the meeting focused on the agenda.
- Call the meeting to order, if necessary (for example, if more than one person speaks at the same time or if an argument breaks out).
- Help the process of decision making by asking members to clarify what they are saying if it is not easily understood, by summing up what someone has said and by stating clearly the decision that is being taken before it is noted in the minutes.
- In some instances, it may be necessary to hold a vote (for example, by a show of hands) on a particular issue.
- At the end of each meeting, make sure to arrange a date/time/venue/possible agenda items for the next meeting.

### **Tips for the Secretary**

- Bring any correspondence received to the attention of the President before the agenda is drawn up. Perhaps, some element of correspondence needs inclusion on the agenda for discussion/response.
- If necessary read the minutes of the previous meeting at the beginning of each meeting and make any necessary corrections before the minutes are signed by the President.
- Record as accurately and as fairly as possible the minutes of each meeting.
- Remember to record attendance and the time, date and venue of each meeting.
- Remember also to give a brief account of correspondence received/sent since the last meeting.
- Remember that you also have a right to participate in discussions....don't allow your role to stop you from contributing to the discussion of the various matters on the agenda.
- Remember to record decisions made, who is to implement them and when.
- Use a separate minute book.
- Write up the minutes as soon as possible after each meeting.

## **Chapter 9:**

### **FUNDRAISING AND THE STUDENT COUNCIL & WELFARE:**

A Student Council and Welfare may wish to hold fund raising events. The Treasurer has responsibility for ensuring that any money raised by the Council is used for the purposes for which it was collected. A financial report should be provided to the Council at the end of the year by the treasurer.

#### **When planning fund raising activities:**

- Be clear about why the money is needed and what will be done with it
- Get as many ideas as possible for activities
- Make sure your planned activity is in line with the vision of the college and is practical
- Try to make sure that your event doesn't clash with another important academic activity
- Make sure all students in the college are told about the event well in advance, and know what the Student Council and Welfare plans to use the money.
- For some example, some fund raising activities may include art exhibition, food festival, sponsored activities etc. The council members should consult faculty, principal and management on such proposed activities and carry out the entire process under the supervision of faculty.

## Sample Format for writing Minutes of the meeting:

The following sample format may be used to prepare minutes of a meeting. The minutes are usually completed by the Secretary, but can be assigned to someone else by the President.

Sl. No.	PARTICULARS	DETAILS
1	Purpose of the meeting	(list the purpose)
2	Date	
3	Time	
4	Venue	
5	Members present	(list all members that attended meeting)
6	Members absent	(list members that did not attend the meeting)
7	Guests	(list any guests that attended such as speakers, or any potential new members)
8	Agenda Item #1	Discussion : (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
9	Agenda Item #2 Advisor's Report	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
10	Agenda Item #3 Committee Reports (create separate agenda items for each committee report)	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
11	AgendaItem#4: Old Business (create separate agenda item for each	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and

	unfinished discussion point)	by when)
12	Agenda Item #5: New discussion points (create separate agenda item for each new item)	Discussion: (summarize the discussion at the meeting) Action: (list any action to be taken by whom and by when)
13	Announcements:	(list any announcements made)
14	Future Agenda Items:	(list any suggested agenda items that are to be tabled for the next meeting)
15	Next Meeting:	(list Date/Time/Location of the next meeting)
16	Minutes prepared by	

- Minutes of meetings should be written up and emailed to all members for review within one week of the meeting.
- Copies must be preserved and handed over to the secretary of the next Student Council and Welfare at the end of the term.



# LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

