



NAAC reaccredited
'A' Grade, CGPA - 3.36
(3rd Cycle)

MAHATMA EDUCATION SOCIETY'S

PILLAI COLLEGE OF EDUCATION & RESEARCH

Chembur Naka, Mumbai - 400 071 Tel.: 2522 4856 / 2522 8414 Fax: 2522 9587

Website: www.pcer.ac.in

NCTE:- WRC/5-6/2k300 dated: 15/01/2001, NCTE College Code No:-113125



STUDENT COUNCIL GUIDELINES

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1. Purpose

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational, and other educational interests of students in the institution. The Student Council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

2. Student Council Constitution

PCER's Students' Council shall consist of the following members:

- 1. General Secretary:**
- 2. Deputy General Secretary**
- 3. Academic Incharge**
- 4. Cultural Incharge**
- 5. Assembly Incharge**
- 6. Report writing Incharge**
- 7. Sports Incharge**
- 8. Photography incharge**

Faculty Member:

Two Faculty Incharge are the coordinator of the Students' Council, primarily acts as the advisor of the student members in the Student Council.

2.1 Procedure

All the student office bearers are the nominated posts. The nomination is self-nomination and nomination by teachers. The nominations are provided an opportunity to present themselves, followed by elections. The candidates go through the process of election and votes are counted, followed by this is the selection by Principal and teachers to elect the candidates as Student Council committee Members. Appropriate gender balance in the Council shall be given priority.

Eligibility

1. All the bonafide students on the rolls of the institution are eligible to be Nominated.
2. Candidate should not have any academic arrears in the year of nomination
3. The candidate shall not have been subjected to any disciplinary action by the Institute authorities

3. The Role of Student Council

The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students.

The set of objectives for the council shall be :

- To promote an environment conducive to educational and personal development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern



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*However, in no case/situation Student Council shall not and cannot influence/force/alter the decision-making procedure of the administrative officials /Management. The tenure of the Student Council is for a specific batch of two years. However, if the Principal and faculty incharge feel the Student Council is not effective in performing the duties, the same will be dissolved and new committee **only** through selection is appointed.

3.1 Key functions

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students. The key functions are:

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

3.2 Office bearers and Responsibilities

General Secretary: The General Secretary(GS) is responsible for presiding over meetings of the Council. The GS, with the Deputy General Secretary, prepares the agenda for each meeting on the advice of the faculty members in the council. The GS may also be designated to represent the Council at meetings with administrative officials /management. The General Secretary (GS) heads the Student Council and coordinates activities among the members of the Council and the teachers and the students. The GS is expected to be a people's person who is mature, has good people skill, can manage conflict, and come up with solutions while keeping the overall good of the college in mind.

Deputy General Secretary: The Deputy General Secretary (DGS), with the GS, prepares the agenda for each meeting. The DGS then circulates it to all the members of the Council at the start of the meeting. In the absence of GS, the DGS presides the council meeting with the approval of the Principal and Faculty Incharge. Along with the General Secretary, the DGS heads the Student



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Council and coordinates activities among the members of the Council and the teachers and the students. The DGS is expected to possess qualities like that of the GS and is expected to be a team-builder.

Academic Incharge: The role of the Academic incharge is to act as the fundamental unit/resource of the information/input from the students of his/her class on topics of academic enrichment and academic related issues to the council. The Academic incharge should disseminate the decisions and information shared by the council regarding the academic related activities to the class students. The Academic incharge is a person who has a good hold of the subject notes, learning material and academic schedule and coordinates with the Faculty in keeping all academic matters updated for the benefit of the students. The Academic incharge is expected to be a person who is good with paper/ file organisation and is able to keep track of all academic inputs and schedules.

Assembly Incharge: The assembly incharge will be responsible for coordinating with the student body for the daily and special assemblies as well as keeping a record of the same. The Assembly incharge is expected to be a person who is creative and come up with different ways in which the assembly time can be enhanced for the benefit of the student-teachers as well as the students in their charge.

Cultural Incharge : The Cultural Incharge share the information about the cultural events, cultural celebration, celebrating days of national and international importance, celebration of festivals to the students. The Cultural incharge takes charge of the monthly planner of events shared by the faculty incharge and plans for special assembly and events. Planning and presentation of the Annual Cultural day celebration is the responsibility of the Cultural Incharge. The cultural incharge oversees coordinating with the students to ensure maximum participation of student-teachers to put up good quality cultural programmes to be showcased at various inter and intra collegiate platforms. The cultural incharge is expected to be a person who is good with performing and/ or organising cultural events such as plays, dance or musical recitals etc.

Sports Incharge: The Sports Incharge share the information about the various sports activities – indoor and outdoor sports events conducted by the institution. Celebration of National Sports Day and planning for monthly sports events to be done. Annual sports Day planning and conducting mock events in preparation for the same need to be undertaken. The Sports incharge is responsible for organising the annual sports day event in PCER Chembur. Apart from this, the sports incharge also organises small indoor/ online events for the purpose of promoting sports and sportsman spirit among the students of PCER, Chembur. The Sports incharge is expected to be a person who is associated with playing sport and is aware of the rules of most sports. The incharge is also expected to be good at organising events.

Report Writing Incharge: B.Ed course hosts a variety of events towards upscaling the professional competence among the students. It is vital to record the events and hence report writing incharge is responsible for maintaining reports of every activity/ session/ workshop/ training courses/ field trip/ assembly/ special celebration. The Report incharge assigns the students and presents the report to the Faculty Incharge within 3 working days of event. The Reports incharge has to write and maintain reports and/ or collect and compile reports written by others for all major activities conducted by the student body. The Reports incharge is expected to be a person with good English communication skills as well as a person with good technical skills in organising and transmitting files.

Photography Incharge: It is important to capture the moments of the activities conducted, hence the photography incharge shall click pictures of the conduct of various event, present the soft copy of the same in the google drive and share the same with Faculty incharge. The Photo incharge will make a collage of the photos of every event and present the same during celebrations as a video. As per the changing needs, geo tagged photos are taken. Photo incharge and faculty incharge use the same app for Geo tagged photo. The Photos & Records incharge is responsible for ensuring that all important programmes are recorded and good photos from each event is stored and kept ready. The Photos Incharge is expected to be good with photography and design to select good



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photographs for every occasion. The incharge is expected to coordinate with the student body to ensure that all programmes are duly recorded.

4. Student Council Meetings

The Student Council shall once in every semester and incase of special events as per the need and decision by the Principal and faculty Incharge. It is mandatory for the faculty incharge and Student Council to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council.

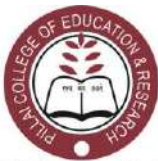
4.1 Guidelines

The Student Council meeting shall be intimated atleast two days in advance to the members of the council. The SC meeting cannot me convened if the Principal, faculty Incharge, General Secretary/ Secretary are absent. The Minutes of the meeting shall be recorded and should be made available with the Faculty Incharge of the Council after getting signature from the Principal.

4.2 Sample Format of Minutes of Meetings

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items :

1. Date, Time and Venue
2. List of the Members Present
3. Details of any Specific Invitees from Administration /Management
4. Agenda Items and Outcomes/Resolutions of the Discussion
5. Next meeting details (If discussed in a specific context)



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5. Reporting and Dissolution

The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Principal, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Principal of the Institution.

Dr. Reni Francis

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