

# ORDINANCE-III

## ORDINANCE ON STUDENTS COUNCIL

### OBJECTIVES:

The Students Council of NIT Meghalaya is an organization to meet the following objectives:

- To foster and develop students' activities in the Institute
- To promote and develop organizational abilities in students
- Identify student issues and promote discussion on them
- To develop a well-informed, articulative and participative student community life, and to increase social awareness
- To promote extracurricular and technical activities among students of the Institute
- To promote a truly multi-cultural environment where students from diverse cultural backgrounds share each other's experiences in a most cordial manner

### STRUCTURE OF THE STUDENTS COUNCIL:

#### Executive Body

1.	Dean, Student Welfare	Ex-Officio
2.	President	Member of faculty nominated by Director
3.	Vice President- Cultural	Member of faculty nominated by Director
4.	Vice President- Science & Technology	Member of faculty nominated by Director
5.	Vice President- Sports & Games	Member of faculty nominated by Director
6.	General Secretaries-Cultural	Two student representatives- one from 3 <sup>rd</sup> year and one from 4 <sup>th</sup> year-Elected Members
7.	General Secretaries- Science & Technology	Two student representatives- one from 3 <sup>rd</sup> year and one from 4 <sup>th</sup> year-Elected Members
8.	General Secretaries- Sports & Games	Two student representatives- one from 3 <sup>rd</sup> year and one from 4 <sup>th</sup> year-Elected Members
9.	Female Representative	One female student representative-Elected Member
10.	Post Graduate Representatives	Two student representatives- one from MTech and one from MSc-Elected Members
11.	Research Scholar Representative	One PhD student representative-Elected Member
12.	Hostel Affair-Representative	One student (hosteller) representative-Elected Member

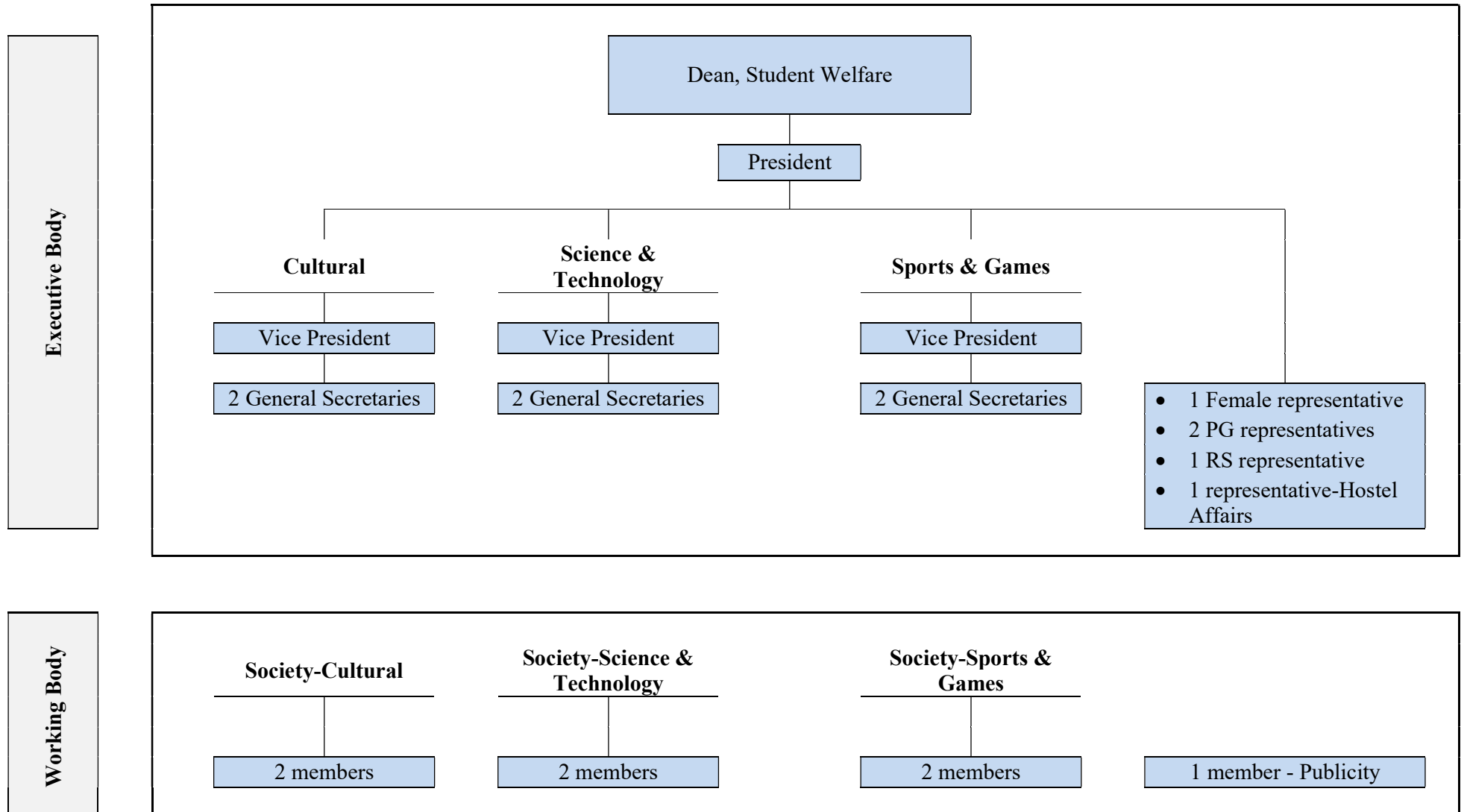
#### Working Body

1.	Members-Sports & Games	Two students-Elected Members
2.	Members - Cultural	Two students-Elected Members
3.	Members - Science & Technology	Two students-Elected Members
4.	Member- Publicity	One student-Elected Member

The 11 student members of the Executive Council will choose two of the student members as General Convenor and Joint General Convenor of Student Council following the preference matrix method.

# Structure of Student Council

## Director



## **PROCESS OF SELECTION:**

- Selection of students for all the posts shall be through election. The Dean, Student Welfare shall notify the date of election, at least ten days in advance.
- The election shall be supervised by the Returning Officer (RO), nominated by the Dean, Students' Welfare.
- The election shall be held each year during Spring semester and at least two weeks before the start of the end semester examination.
- All the students shall be eligible to vote for all the mentioned posts, except for the posts of Hostel Affair Representative, Female Representative, Post-Graduate Representative and Research Scholar Representative.
  - Hostel Affair Representative shall be elected by hostellers only.
  - Female Representative shall be elected by female students only.
  - Post-Graduate Representative-1 (M. Tech) shall be elected by M. Tech students only.
  - Post-Graduate Representative-2 (M.Sc.) shall be elected by M.Sc. students only.
  - Research Scholar Representative shall be elected by Research Scholars (PhD students) only.

### **Selection of General Convenors-Preference Matrix**

The eleven elected members of executive council will choose two Convenors for the Student Council through a preference matrix mechanism. Each member will evaluate the merit of candidature of all eligible members including himself/herself using preference score 1 to 11, 1 indicating extremely preferred and 11 indicating least preferred. One must use 1 to 11 in the order of choice. The same digit should not appear twice. Each member of a society will be provided a form in which the names of all elected members will be written. A member has to assign preference score against the name of every member including himself/herself. Each member will be given 15 minutes time to fill up the preference scores. All the members will carry out this exercise secretly. Finally, the scores will be added up for each member and the member getting lowest score and next lowest score will be declared as elected to be the Convenors of the Council. Tie can be broken by percentage of votes obtained in direct election.

## **ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:**

1. Minimum 6.5 CGPA for any of the posts.
2. Candidate who is under academic probation shall not be eligible for any of the posts.
3. The candidate must have maintained at least 75% attendance for any of the posts.
4. Student applying for a particular post is expected to have relevant involvement/ achievement/ experience in that domain.
5. The student with previous adverse record such as disciplinary action by the Hostel/Institute disciplinary committee will not be eligible.
6. There must not be any outstanding dues against his/her name in the institute/hostel to be eligible for a post.
7. Out of two General Secretary Posts in each society, one shall be from final year and other from third year of UG program.

8. Candidate for the posts of “Hostel Affair Representative” , “Female Representative”, “Post-graduate Representative-1 (M. Tech)”, “Post-graduate Representative-2 (M.Sc.)” and “Research Scholar Representative” must be a hosteller, female student, M. Tech student, M.Sc. student and Ph.D. student, respectively.
9. During the tenure, a Council Office Bearer will not be allowed to leave the institute for a duration of more than 7 days at-a-time without proper permission from the President of Students Council.

## **RESPONSIBILITIES OF OFFICE BEARERS IN STUDENTS COUNCIL:**

### **Executive Body:**

#### **1. Dean, SW:**

- a) Serve as head of Student Council and ensure that all activities are moving smoothly.
- b) Supervise financial matters as the overall “responsible officer”, inspecting financial records and procedures.
- c) To guide President and Vice Presidents of Student Council on different activities.
- d) To ensure transparency of administration and monitor dispersal of Student Council information among faculty, staff and students.
- e) To keep Director informed about student feelings and to suggest timely remedies of any unhappiness.

#### **2. President:**

- a) Overall coordination of Student Council’s activities and events.
- b) Prepare and publish the annual calendar of Student Council after obtaining approval of Dean, SW.
- c) Plan activities and progress of Student Council.
- d) Prepare the annual budget of Student Council and obtain approval of Dean, SW.
- e) Provide expert advice in conducting major events and purchase of goods and services within allocated budget.
- f) Promote hobbies of the students and encourage students to actively take part in various competitions organized at NIT and by outside agencies.
- g) Interact with the students for overall growth of Student Council.
- h) Represent Student Council in various forums of the institute.
- i) Act as Executive Head of Student Council with the power of HOD.
- j) Supervise election of Student Council.
- k) Divide responsibilities among vice presidents.

#### **3. Vice-Presidents:**

- a) Work out annual plan of events of the society and the expenditure incurred thereon.
- b) Prepare, obtain approval of President and publish the annual calendar of the respective society.
- c) Prepare, obtain approval of President and publish the annual budget of the society.
- d) Encourage the students for participation in the activities of the respective societies and promote the interest of the students.
- e) Guide and advise the students from time to time.
- f) Conduct the meeting of the society at least once a month to review the progress of various activities.
- g) Take lead role in the society in conducting major events.
- h) Select teams for participation in competitions organized by both NIT Meghalaya as well as other institutes.

- 4. General Convenor and Joint General Convenor:**
  - a) Act as representatives of all the students of NIT in all external forums.
  - b) Serve as bridges between the Institute administration and the larger student community.
  - c) Guide and advise all the societies for conducting programmes.
  - d) Encourage innovative and creative ideas.
  - e) Part of the purchase committee of Student Council.
  - f) Initiate proposals for improvement in consultation with convenors of all the societies.
  
- 5. General Secretaries:**
  - a) Take lead role for planning, coordinating and executing major programmes/events of the concerned society.
  - b) Motivate students for larger benefit of a society.
  - c) Act as a bridge between Vice-president of the society and student community.
  - d) Protect the interest of the concerned society.
  - e) Assist in achieving overall goals and objectives of the society.
  
- 6. Hostel Affairs Representative:**
  - a) Coordinates with General Convenor, Joint General Convenor of Students Council and all hostel presidents on hostel/mess related matters.
  - b) Helps other General Secretaries to organize various events.
  
- 7. Postgraduate Representatives:**
  - a) Shall represent respective postgraduate students in the Students Council.
  - b) Coordinates with General Convenor, Joint General Convenor of Students Council on matters related to respective PG students.
  - c) Helps other General Secretaries to organize various events.
  
- 8. Research Scholar Representative:**
  - a) Shall represent PhD students in the Students Council.
  - b) Coordinates with General Convenor, Joint General Convenor of Students Council on matters related to PhD students.
  - c) Helps other General Secretaries to organize various events.
  
- 9. Female Representative:**
  - a) Coordinates with General Convenor, Joint General Convenor of Students Council on matters related female students
  - b) Directly takes the view from the girls and communicate to General Convenor, Joint General Convenor and if necessary, to President, Student Council
  - c) Helps other General Secretaries to organize various events.

**Working Body:**

- 10. Society Members:**
  - a) Coordinates with General Secretaries of the Society.
  - b) Assist in organizing various events of the Society.
  
- 11. Member (Publicity):**
  - a) Coordinates with General Convenor, Joint General Convenor and General Secretaries,
  - b) Designs and maintains the webpage of Students' Activities.
  - c) Publicize Student Council's activities in social media

## **TENURE OF STUDENTS COUNCIL:**

Elected students shall take charges immediately after approval of election result by the Director and will continue to hold the posts till the previous day of next election.

Tenure of faculty members in the Student Council shall be for two years.

## **VACANT POST/FILLING UP:**

- A student, holding a post in the Council, shall be relieved from the post upon acceptance of his/her resignation from the post by the Dean, Student Welfare.
- Relieving a council office bearer from:  
A student, holding a post in the Council, shall be relieved from the post if he/she
  1. violates rules and regulations of the Institute during the tenure,
  2. is found to be not capable of holding such post by the competent authority.The Dean, Students' Welfare and President of Students Council along shall advise the Director on the matter.

### Filling up a vacant post:

In case of any vacant posts, Dean, Student Welfare shall nominate to fill up vacancies in Student Council Bodies. No student member of the Council, who has been expelled/resigned from his/her post, shall be eligible for any post of the Student Council.