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GNITS
STUDENT COUNCIL CHARTER





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GNITS STUDENT COUNCIL CHARTER

STUDENT COUNCIL

The Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities through student council/ student representation on various bodies as per established processes and norms.

DEFINITION

GNITS Student Council is an executive student body that comprises of **12 STUDENT COUNCIL EXECUTIVE MEMBERS ELECTED** and **7 STUDENT COUNCIL EXECUTIVE HEADS NOMINATED** who serve as an advisory board to the college administration. The student council is responsible for the planning and execution of events, projects and improvements to GNITS work ethos.


OBJECTIVES

The objective of the Student Council is to provide a viable means for student expression and an increasing amount of self-direction. To improve understanding between and within groups through interaction and communications. To develop student potential and encourage them to make a well-informed, honest, interested and active citizenship.

The council is an amalgam of diverse students, bringing to table a unique perspective and opinions on ways to bridge the gap between the administration and the students.

The objectives of the Student Council are:

1. To give students an opportunity to develop leadership by organizing and carrying out college activities and events through different clubs and associations.
2. To create an environment where every student can voice out their concern or need to the college administration/management.
3. To promote civic responsibility, leadership, scholarship and healthy relations within the student body.
4. To promote physical, mental, emotional, intellectual and spiritual upliftment of the student community through organizing relevant workshops, seminars, conferences and guest lectures.
5. To promote socio-cultural responsibility for the betterment of the students in particular and society in general by participating in NSS outreach programmes.


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FUNCTIONS

- ❖ To organize and conduct
 - College Annual Day every year.
 - Foundation Day every year.
 - Inter-Collegiate Technical, Cultural, Sports fests every year.
 - Women in Leadership Conclave WILC during International Womens' Day Celebrations every year.
 - Fresher's day and Graduation Day every year.
 - Significant important days as listed in the Important Dates in the college calendar.
- ❖ To Prevent ragging in the campus through counseling senior students, helping the administration whenever necessary.
- ❖ To assist the administration to improve the student amenities to improve their career and personality building.
- ❖ To coordinate with the administration in smooth conduct of student activities on the campus.
- ❖ To guiding the juniors and needy students to improve their technical, organizational and managerial skills by organizing seminars/ symposia/ workshops etc.
- ❖ To encourage innovative and creative talents of the students.
- ❖ To organize knowledge and skills based programs for the students and to improve the right professional ambience in the campus.
- ❖ To maintain peace and harmony among campus community in General and student community in particular.
- ❖ To contribute to the development of college policy.
- ❖ To assist NSS activities in collaboration with NGOs, Government agencies.
- ❖ To promote professional work culture among the student community and to be the brand ambassadors of the college.
- ❖ To look into the student publications and contributions by the students.



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CONSTITUTION

The GNITS Student Council is constituted with **12 STUDENT COUNCIL EXECUTIVE MEMBERS** through elections and **7 STUDENT COUNCIL EXECUTIVE HEADS** through nominations.


The following are the **student council positions** that the candidates can **NOMINATE**:

STUDENT COUNCIL EXECUTIVE MEMBERS (THROUGH ELECTIONS)

1. President – From the Final Year
2. Vice – President – From the Third Year
3. General Secretary – From the Final Year
4. Joint Secretary – From the Third Year
5. Cultural Secretary – From the Final Year
6. Cultural Joint Secretary – From the Third Year
7. Technical Secretary – From the Final Year
8. Technical Joint Secretary – From the Third Year
9. Sports Secretary – From the Final Year
10. Sports Joint Secretary – From the Third Year
11. Finance Secretary – From SOIM
12. Finance Joint Secretary – From SOIM

STUDENT COUNCIL HEADS (THROUGH NOMINATIONS)

1. Editor in Chief – From the Final Year
2. Assistant Editor – From the Third Year
3. Public Relations and Social Media Head – From the Third Year
4. Marketing and Branding Head – From the Third Year
5. Creative Design Head – From the Third Year
6. Communication Head – From the Final Year/ Third Year
7. Documentation Head – From the Final Year/ Third Year


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ROLES AND RESPONSIBILITIES

Each member of the Student Council has specific work to achieve and functions to perform. The council should write, analyze and evaluate the obligations and responsibilities of members of the council annually.

Duties of the council include relationship with others in Council, availability of resources and equipment to achieve council goals and the purposes, opportunities and the channels of procedures in executing the works.

Counsel Group and individual member roles play a pivotal role in sharing and evolving vital ideas for the well being of the student community in the campus for a stimulating and invigorating environment.

Individual Roles and Responsibilities of Student Council Executive Members (Through Elections)

I. Student Council PRESIDENT

- A. Represent the student council at College Level and civic events and other meetings.
- B. Be responsible for coordinating the interviewing, selection and functioning of members of different student led clubs and associations
- C. Supervise the functioning of the elected student members and Heads.
- D. Develop the agenda for and preside over the meetings of Student Council.

II. Student Council VICE-PRESIDENT

- A. Represent the student council at College Level, civic events, and other meetings as requested by the president.
- B. Coordinate the work of Student committees, clubs and associations.
- C. Preside over Student Council meetings in the absence of the president.

III. Student Council SECRETARY AND JOINT SECRETARY

- A. Maintain the student council files.
- B. Prepare agendas for meetings.
- C. Take and distribute minutes of meetings.]
- D. Type material for student council officers and committee chairpersons as needed.
- F. Sign all purchase orders.



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IV. Student Council TECHNICAL SECRETARY AND JOINT SECRETARY

- A. Look into the need for technical aspects like public address system, PPT presentations
- B. Work on the logistics of preparing the PPTs and facilities
- C. Coordinate with the other members of the event
- D. Support the organizing team in executing the works effectively

V. Student Council FINANCE SECRETARY AND JOINT SECRETARY

- 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. Prepare financial reports for meetings of Student Council.
- E. Assist the bookkeeper with sales as necessary.
- F. Coordinate fund raising projects for the student body.
- G. Sign all purchase orders.

Individual Roles and Responsibilities of Student Council Executive Heads (Through Nominations)

Student Council EDITOR IN CHIEF

An editor-in-chief is the highest-ranking member of the editorial team at a publication. They manage the team of writers and editors, determine the look and feel of the publication, decide what to publish and oversee the publication's operations and policies.

Student Council MANAGING EDITOR

The managing editor directly supervises the day-to-day operations of the publication, and reports to the editor in chief. A major portion of the managing editor's job involves hiring and overseeing associate and assistant editors.

Student Council PUBLIC RELATIONS AND SOCIAL MEDIA HEAD

The Public Relations and Social Media Head looks into the coverage of the events in collecting the information and photographs of the events and activities and posts them in the GNITS Official social media and press release.



Student Council MARKETING AND BRANDING HEAD

The Marketing and Branding Head ensures that all the events ultimately are reaching to the student body within and outside the colleges through the social media and print media. They need to work in alignment with the social media Head and Creative Design Head in designing and showcasing the posters and flyers about the events organized and conducted in the campus.

Student Council CREATIVE DESIGN HEAD

The creative design Head uses their skills and expertise to create visual concepts that communicate ideas and messages about the event/activities organized by the Council. They are responsible for the aesthetics of a poster, taking into consideration color schemes, typography, layout, and other design elements to produce a visually appealing poster.

Student Council DOCUMENTATION HEAD

The Documentation head coordinates with Public Relation and social media head, Marketing and branding head in collecting organizing and filing the relevant information as per the stipulated norms and procedures.

Student Council COMMUNICATION HEAD

The communication Head establishes a communication channel among all the student groups to ensure the information is reached out to each and every registered student in the campus across the years/ branches and the departments.

EXPECTATIONS

Students should possess a desire to learn from the Student Council process and the college's traditions. Members should recognize that all college traditions have been determined by student and faculty body and will not be changed easily. All Student Council members should be respectful, active, involved and vocal in weekly meetings. Students who don't meet these expectations will be dismissed from the Student Council.

FACULTY ADVISOR

The Student Council will serve the Institution under the direction and leadership of a faculty advisor - the **DEAN – STUDENT AFFAIRS** and the Head of Institution – the **CHAIRMAN, GNITS STUDENT COUNCIL. DEAN – Student Affairs** will preside and chair the Student Council meetings and shall be submitting the Minutes of the Meeting to the Chairman – GNITS Student Council for further plan of action wherever needed.

ETHICS AND CODE OF CONDUCT

The purpose of this code of conduct is to set out the high standards of honesty, integrity and ethical behaviour expected in performing functions under STUDENT COUNCIL. The student council members should treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.



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GNITS STUDENT COUNCIL EXTENDED MEMBERS

GNITS STUDENT CLUBS

GNITS Student Council will be supported by the executive members of the Student Clubs. Club activities assist students to cultivate a sense of unity and working with others in reaching the same goals. Students develop social skills: Clubs facilitate students to meet, mix, and work together with other students from different backgrounds in a diverse environment. The constitution of Student Clubs will be as per the guidelines given.

CLASS REPRESENTATIVES

The CLASS REPRESENTATIVE is to bring forward any opinions, concerns, and ideas from their classmates regarding their academic experience. The Class Representatives act as an extension of the class they represent. They are the link between their class and the academic leaders of their program, and the Students Council.



GOVERNANCE AND OPERATIONAL GUIDELINES OF COUNCIL

Decision making.

Student council decisions can affect the whole college community, so they must be fair, justifiable and based on relevant information. Good decisions take into account the Institution's current and future needs. They bring together all the factors of college life: academic, social, environmental and economic. They don't expose the college to problems that could be avoided. Student Council decisions should be clear and understandable to the college community.

Protecting confidentiality

Student Council members must respect the need for confidentiality and privacy with regard to sensitive matters that might arise at council meetings, especially where there are matters of a personal nature relating to staff, students or parents. Discussion must remain in the meeting only.

Integrity in Practice

This means the intentions behind the actions of the council members. Behaving with integrity is about dealing with others openly and honestly, as well as observing all the relevant academic and administrative requirements.

Reporting of misconduct, corruption or illegal activity

The community expects student council members will have a high standard of integrity and be free from misconduct, corruption or other illegal activity. All of us in the college community are accountable for any inappropriate conduct and the student council plays an important part in setting standards and ensuring standards are met. If required, student council will report any inappropriate behaviour to the authorities.

Internet and email use

Student council members should internet, intranet and email resources responsibly, safely and as part of their official responsibilities, in line with Institutional policies.

Intellectual freedom

Student council members are free to take part in public debate and express opinion about education policy in general. However, they should not speak on behalf of the Student council unless the person has been specifically chosen and the statements reflect agreed policy or true intent of the council. The Principal and the Chairperson are the only council members who may make public statements on behalf of the Student council. When she or he is speaking officially, they do not speak from a personal position: what they say has to be based on council policy and decisions.



Political activity

Student council members should not get involved with/ in political activity as part of their daily lives. They do need to be aware that it could create, or at least look like creating, a conflict of interest with their official duties. Members need to talk to the Student council Chairperson if there is a conflict or the potential for a conflict.

Conflict of interest

A conflict of interest is where the financial or other interests of a Student council member or associate are, or look to others as if they are, at odds to our duties as a Student council member. We should all be on the look-out for any perceived, potential or actual conflicts of interest, financial or otherwise, and disclose to the council when they arise.

Ensuring merit and equity

The student council members are elected and chosen based on certain qualities to fit the job requirements:

- abilities
- aptitudes
- skills
- qualifications
- knowledge
- experience, and
- personal qualities to fit the job.

Exerting influence and accepting gifts, benefits or favours

Student council members must never use our position to give the impression that they can influence decisions. They should not accept gifts, benefits or favours which could influence, or be seen to influence, the decisions we make. Where a conflict arises, this must be declared.

Integrity in financial reporting

Financial information in and about Student council accounts must be accurate and people should be able to trust it. Members must not hide information, or try to influence, coerce, manipulate or mislead internal or external auditors.

A member should understand the financial, strategic and other implications of their recommendations or decisions.

Nepotism and patronage

It is unacceptable for Student council members to favour relatives (nepotism) or people they know (patronage) in making decisions or getting jobs done.

Council members are expected to represent the college community. Members do not represent one viewpoint or the view of an individual. Council members therefore regularly seek the views and opinions of the whole college community.

Use of Student council money, property and facilities

College money, property and facilities should be used for official purposes only and with due care.



FINANCIAL TRANSACTIONS

1. The President General Secretary and Finance Secretary will be the authorized signatory for the use of Student Council Funds in recommendation with the Associate Dean of Student Welfare.
2. The funds under the purview of the Student council's discharge shall be maintained with utmost transparency and accurate documentation as evidence.
3. The President of the student council along with the finance secretary are liable to submit the accounts to the Dean of Student Affairs for auditing within a week after every event. In case of anomalies in the accounts the executive members shall be held responsible and action will be initiated by Dean Student Affairs along with the President of the student council.
4. The financial reports of the Student Council funds will have to be approved by a simple majority of the council for consideration by the Institute.
5. All merchandise purchase, raising funds through sponsorship from outside organizations by student's council shall be made only through President of the council, and need to be approved by student Affairs Dean.

VIOLATION AGAINST CODE OF CONDUCT

1. Initiation of a no-confidence motion against the member(s) of the Election Commission / Nominated can be done by:
 - (i) At least 80% of the entire Council.
2. A signed memorandum to this effect shall be submitted to the Advisor by the president in case of the referendum being initiated against the member(s) of the council.
3. A constitutionally valid referendum will be deemed to have been passed if at least two-third of the polled votes support the motion.

REFERENDUMS

1. Any dispute with regard to Student Council or any of its organs, can be subjected to a referendum.
2. It shall be initiated by at least two-third (2/3rd) majority of the Student Council or 80% majority of the council members. A signed memorandum to this effect shall have to be submitted to the Corroboration and Review Committee.
3. In all matters the final approval will be of Associate Dean Student Welfare and the Director.

CONSEQUENCES OF FLAGRANT VIOLATION:

1. In the event of a flagrant violation being committed, the person responsible for the same shall cease to hold the relevant post(s) assuming the responsibility of which the aforesaid violation was committed.
2. The concerned person shall however resume the responsibility of the post(s), which he ceased to hold due to commitment of the flagrant violation, if a motion of confidence is passed in her favor by at least two-thirds of the concerned electorate the motion of confidence shall have to be initiated by at least one-third of the concerned electorate. A signed memorandum to this effect shall have to be submitted to the Advisor by the president within a maximum of three days of removal from office.



ATTENDANCE POLICY

1. Every Council member is expected to attend all meetings called for. Council members are mandated to uphold a minimum attendance of 80% in every two-month period; failing to meet this requirement necessitates the submission of valid reasons to the president. If a member's attendance falls below 80% for two consecutive periods, they are subject to a review meeting with the president, vice president, and dean of student affairs. Following the review, if deemed necessary, the member may face suspension from their position for a specified period.
2. An attendance log of meetings will be maintained by the General Secretary.
3. Once in a month there will be a meeting.

TERMS OF SERVICE FOR COUNCIL MEMBERS

1. Council members are strictly forbidden from concurrently serving in or affiliating with other committees, clubs, or even holding the position of a class representative. Upon assuming a council role, individuals are required to promptly resign from any relevant positions related to other committees, clubs, or class representation. Failure to comply with this policy may result in a mandatory review meeting with the president, vice president, and dean of student affairs. Following the review, if deemed necessary, the member may face potential removal from their council position.

COMMUNICATION PROTOCOLS

- Members must respond promptly to internal and external communications to ensure efficiency and transparency.
- Members are required to handle sensitive information with confidentiality and share it with authorized individuals and the council president.
- Clubs and external entities must contact the Communication Head, General Secretary, or President for relevant information or inquiries.
- Intra-council discussions, announcements, and updates should be conducted using the student council's designated communication platforms.
- Council members are mandated to promptly communicate any pertinent information to the President at the earliest opportunity.
- The President and Vice President are responsible for obtaining information from the Dean of Student Affairs and the Principal.
- Proposals and visits to the Principal, Management, or Dean of Student Affairs must include the compulsory presence of the President and Vice President.



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APPENDIX

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APPENDIX-1

STUDENT COUNCIL ELECTION GUIDELINES

The following steps are designed to ensure a free, fair, and orderly election.

STEP 1: Constitution of GNITS STUDENT COUNCIL Election Committee:

Election Commissioner	: <i>Principal</i>
Chief Election Officer	: <i>Dean – Student Affairs</i>
Election Officer	: <i>Senior Faculty on deputation by Election Commissioner</i>
Returning Officers	: 1. Senior Faculty on deputation by the Dean – Student Affairs 2. <i>Final Year Student nominated by the final year students.</i>
Registration In-charge(s)	: <i>Faculty Members deputed by the Dean – Student Affairs</i>
Presiding Officer	: <i>One of the Deans on deputation by the Election Commissioner</i> <i>And one student coordinator from the Final Year.</i>
Booth In-charges	: <i>Faculty on deputation Booth-wise/Lab-wise by the Dean – Student Affairs</i>

Roles and Responsibilities:

Election Commissioner: The Principal as Election Commissioner will be the Highest Authority in taking the decisions in coordination with the Chief Election Officer, Election Officer and Presiding Officers in case of any anomaly or misappropriation of Code of Conduct during the Electoral Process.

Chief Electoral Officer: The Dean – Student Affairs will be the Chief Electoral Officer and formulates the Guidelines and Instructions for the fair conduction of the Elections.

Election Officer: A Senior Faculty member is deputed by the Election Commissioner and the Dean – Student Affairs to assign the duties and to give the briefing to the Student Council Election members in the conduction of elections in a fair and orderly manner in coordination with the Presiding Officers.

Returning Officer: A Senior Faculty member is deputed by the Dean – Student Affairs as Returning Officer to monitor, oversee, and manage the entire election process: from Nomination of Candidates to voting on Election Day in coordination with the Election Officer. In addition, the most suitable candidate should be appointed as Student Coordinator to work in coordination with the Returning Officer and the Election Officer.

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Registration In-charges: TWO faculty members will be deputed to look into the filling up of the Nomination Forms and submission. Before submission of the Nomination Forms to the Returning Officer they should ensure that the Candidates meet the Criteria as per the Guidelines given.

Presiding Officer: One of the Deans shall be deputed as Presiding Officer by the Election commissioner to look into the election process on the day of the Elections. In addition, one of the most suitable student from the Final Year will be identified and deputed by the Dean – Student Affairs to coordinate and assist the Presiding Officer.

Booth In-Charges: The faculty members deputed by the HODs are deployed as Booth in-charges Booth – wise /Lab-wise and they will ensure that the candidates are exercising their vote as per the guidelines laid out and in assisting the candidates with the technical issues if any.

STEP 2: Filing Nominations by the Candidates

The Returning Officer, upon her appointment, will take over the proceedings of the election process in coordination with the Election Officer. The Returning Officer shall then open the Nominations for one week for candidates to fill the various posts.

Criteria All Candidates Must Meet In Order To Be Eligible For Nomination:

1. All candidates **MUST** have and maintain a G.P.A. of 7.0 or above.
2. All candidates **MUST** have completed at least one (1) year of study at GNITS.
3. All candidates should be **registered** students for the semester in which the nomination is opened.
4. All candidates should have a **minimum** of ten (10) registered students nominating them.
5. All candidates **MUST** ensure that their nomination form has the names and signatures of their HOD and one faculty member of their department.
6. All candidates **MUST** scan and email their completed nomination forms to the Returning Officer on or before the final day of nomination by 12:00 midnight.
7. All candidates must uphold the ethical code of behaviour. Failure to do so will result in dismissal from contesting the election.



Where there is an Office with more than four (4) nominated candidates, the Returning Officer along with the Dean – Student Affairs should shortlist and select the four (4) best candidates for the office in question no later than one day after nomination has been closed. Where an office has four (4) or less nominees the short listing process will become irrelevant.

All nominees should be formally notified via email of their nomination and the position for which they were nominated by the Returning Officer no later than one day after the closing of nomination. In that same email the Returning Officer should invite all nominees to a briefing the next day after the date on which the email was sent. The Returning Officer should also formally inform the Dean – Student Affairs by email of all the nominees and the positions for which they have been nominated. The Returning Officer should also invite the Dean- Student Affairs and the Election Officer to the briefing of the nominees.

At the briefing, the Returning Officer shall introduce herself to the candidates and clearly outline her duties in the election process. The Returning Officer shall also introduce the nominees to the Dean – Student Affairs and Election Officer and inform the candidates of their expected role during and after the election process. Before the adjournment of the briefing, the Returning Officer shall declare the date of Campaigning in the campus.

STEP 3: Guidelines for Campaigning

All Nominees shall have ONE clear working day to campaign to the student population.

1. All Nominees reserve the right to choose their preferred medium to campaign.
2. All Nominees must conduct their campaigns in accordance with the policies that govern GNITS.
3. All Nominees, before the beginning of the campaign process, must inform the Returning Officer of all media intended to be used for campaigning.
4. All campaign material must be vetted by the Dean – Student Affairs and the Election Officer before the campaigning process.
5. All Nominees must present their manifesto to the student population during their campaign period.
6. All Nominees must respect the other Nominees and their properties.
7. All Nominees must build their campaigns around facts.
8. All Nominees have the right to a free and fair campaign and election season.
9. The Returning Officer reserves the right to withdraw any Nominee from the race if he/she finds that:
 - The Nominee is hindering the process of a free and fair election.
 - The Nominee has intentionally disregarded the policies of GNITS.
 - The Nominee intentionally disrespects another Nominee in any way or defaces the property of any other Nominee.

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If a Nominee has been removed from the race, it is the Nominee's responsibility to remove all campaign paraphernalia from all mediums used.

10. On the final day of campaigning all Nominees are responsible to remove all paraphernalia from **ALL** platforms used to campaign. Failure to comply with this requirement will lead to the Returning Officer withdrawing such a Nominee from the race with immediate effect.
11. Before a Nominee can be removed from the race, the Returning Officer **MUST** advise the Dean – Student Affairs and the Election Officer via email outlining the breach(s) which led to the sanction for removal. The Dean – Student Affairs and the election Officer will make the final judgment on case. A Nominee has the right to make an appeal to the Election Commissioner.
12. The Returning Officer must organize a Debate for all candidates to present their plans to the student body at the end of the campaign. At the end of the Debate the Returning Officer **MUST** declare publicly the closure of the campaign period via email to the student body.

STEP 4: Election Procedure

The day after the campaign has ended the Returning Officer must ensure that all election facilities are in place for all registered students of GNITS. This is to give students the opportunity to vote for their candidate of choice. Each student is entitled to one vote per Office. The student body should have a period of TWO (2) hours in which to cast their votes.

The Returning Officer/Presiding Officer must oversee the election process on the Election Day to ensure that the process is carried out in a free and fair manner. If the Returning Officer/ Presiding Officer identifies that there are any irregularities in the election process, then he/she should report it immediately to the Dean – Student Affairs/ Election Officer for action.

At the end of the TWO (2) hours voting period, each Nominee shall appoint one person apart from his/herself to observe the counting of the digital votes.

At the end of the counting of the votes it is the responsibility of the Returning Officer to declare the winners of the election publicly and also via email to the entire GNITS student body, the Nominees, the Election Officer and also to the Dean - Student Affairs.

All Nominees reserve the right to appeal the results with plausible reason(s) within twenty four (24) hours after the elected officials have been announced. If a Nominee wishes to make an appeal, he/she should make the request via email to the Dean – Student Affairs/ Election Officer and also copied to the Election commissioner.



The next day after the Returning Officer has declared the elected members, except in the event of an appeal, the Returning Officer shall organize an Investiture Ceremony within 4 days at which the elected officials shall be installed to their respective offices by the Dean – Student Affairs in the presence of the Chairman, GNITS, the Vice Chairperson, GNITS and the Principal, GNITS.

Guidelines during the Election Day

- Candidates may not log on to the voting website for voters, or navigate a voter to the voting website and show them how to vote.
- iPads, tablets, laptops, phones, or other portable devices may not be used to solicit votes
- Winners will be announced at the conclusion of the voting night.

It is impossible to foresee all possible incidents. Therefore, the Dean – Student Affairs reserves the right to make any additional decisions. Also, any infractions can result in either a vote deduction or disqualification. Minor infractions will be a 5 vote deduction. Unapproved posters or poster locations will be a 3 vote deduction. All other deductions and/or disqualifications are the hands of the Senior SGA Executive Board. Be aware that any slander of any other candidate will be treated with the utmost seriousness and will result in disqualification.

Posting the Promotional Material Policy

The posting policy is designed to balance the College's commitment to free speech with concerns about campus aesthetics. Additionally, the College wishes to support communication and education about campus, local, and world events and issues, while delineating acceptable posting practices. All students must strictly adhere to the following guidelines:

- All posters and flyers should be approved with a stamp from the **Dean – Student Affairs**. Any posters or flyers not bearing this stamp will be removed and discarded.
- Posters must not exceed 22" x 28"; flyers are promotional materials printed on paper, usually 8.5" x 11".
- Posters and flyers cannot be placed on glass, painted surfaces, on cars, in mailboxes, on or under doors, or on top of previously posted material.
- Publicity may not promote the degradation of any person or groups of people, or establishments which supports it.
- All posters and flyers must be removed within one hour of the closure of the polling. The group presenting the event is responsible for removal of all posters and flyers.
- All posters and flyers posted must be submitted by 12 noon two (2) weeks prior to the event date to Deputy Student Council Election officer.
- Students may only publicize/advertise their campaign once the space request is confirmed.
- All posters must be placed in approved locations and must meet the Posting guidelines in this Handbook



ETHICAL CODE OF CONDUCT

- ❖ Eligibility Criteria: Students must be with good academic standing (7.0 CGPA) and must uphold the standards of leadership and ethical code of behaviour. Failure to do so will result in dismissal from Student Council.
Council Meetings: Student Council will participate in a weekly or bi-weekly meeting that will follow Minutes of the Meeting.
- ❖ Voting privileges: Students in grades 10-12 with prior experience in SC may vote. Students who do not have one year of prior experience may voice their opinion and provide input prior to the voting decision.
- ❖ Decisions: Determined by motion and approval of 2/3 majority of voting members on the council.
- ❖ Admission: Student Council members must submit an application that includes a faculty recommendation process with confirmation input from the full faculty on the student's responsibility and consistency in following through with assignments and deadlines.
School Council Responsibilities: Meet at scheduled times, approve budget, agenda and annual events.



Appendix 2A

Extended Council- Student Clubs

CONSTITUTION OF STUDENT CLUBS - GUIDELINES

To assist the students to cultivate a sense of unity and working with others in reaching the same goals student clubs have been constituted at GNITS. Students develop various skills, leadership managerial skills effectively. Interpersonal Communication through the various activities and events initiated and promoted by the Clubs. Clubs facilitate students to meet, interact and work together with other students across all the years, different departments, backgrounds in a diverse environment.

Guidelines to Constitute Student Club:

- STEP-1: A Student/a group of Students who intend to start a club should submit a proposal with objectives and plan of events to be organized under the Club to the Dean-Student Affairs
- STEP-2: Once the proposal is approved in consultation with the Chairman, GNITS Student Council – the Head of the Institution and the Faculty Convenor the Student(s) have to constitute Executive Body of the club with the designated roles and responsibilities.
- STEP-3: Each Club will be headed by a **Faculty Convenor** and shall have a demarcated **Eleven Member Elected Executive Body** with the following members as detailed:

Members of the Executive Body:

1. President
2. Vice – President
3. General Secretary
4. Joint Secretary
5. Finance Secretary
6. Creative Design Head
7. Public Relations head
8. Social media Head
9. Marketing and Branding Head
10. Communication Head
11. Documentation Head



Roles and Responsibilities of the Executive Body Members of the Student Club:

1. Student Club President

- A. Represents the student club at the College Level and civic events and other meetings
- B. Be responsible for coordinating the interviewing, selection and functioning of the Executive Body members.
- C. Supervises the functioning of the elected Executive Body members.
- D. Develops the agenda for and presides over the meetings of Student Club.

2. Student Club Vice-President

- A. Represents the student club at College Level, civic events, and other meetings as requested by the president.
- B. Coordinates the work of Student Executive Body Members.
- C. Presides over Student Club meetings in the absence of the president.

3. Student Club General Secretary

- A. Maintains the student club files.
- B. Prepare agendas for meetings.
- C. Takes and distributes minutes of the meetings.
- D. Types material for student club members and committee chairpersons as needed.
- F. Signs all purchase orders.

4. Student Club Joint Secretary

- A. Assists the General Secretary in maintaining the student club files.
- B. Assists the General Secretary in preparing the agendas for meetings.
- C. Prepares the minutes of the meetings.
- D. Sends the communications to the Executive Body Members and committee chairpersons as needed.

5. Student Club Finance Secretary

- A. Coordinates the preparation of the annual budget.
- B. Presents the proposed budget to Student Club for adoption.
- C. Maintains financial records of the student club.
- D. Prepares financial reports for meetings of Student Club.
- E. Assists the bookkeeper with sales as necessary.
- Coordinates fund raising projects for the student club.
- G. Signs all purchase orders.

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6. Student Club Creative Design Head

- A. The creative design Head uses their skills and expertise to create visual concepts that communicate ideas and messages about the event/activities organized by the Council.
- B. They are responsible for the aesthetics of a poster, taking into consideration color schemes, typography, layout, and other design elements to produce a visually appealing poster.

7. Student Club Public Relations Head

- A. Establishes the networking with the invitees of the event(s).
- B. Maintains official communications through the mails and other sources of communication.
- C. Looks into the contact details, profiles of the invited speakers/Guests of the event.
- D. Coordinates with the Social Media Head to forward the relevant information for posts.

8. Student Club Social Media Head

- A. Looks into the coverage of the events in collecting the information and photographs of the events and activities in coordination with the Public Relations Head.
- B. Posts the coverage of the event in the GNITS Official social media and press release and forwards a copy to the Documentation Head.

9. Student Club Marketing and Branding Head

- A. Ensures that all the events ultimately are reaching to the student body within and outside the colleges through the social media and print media.
- B. They need to work in alignment with the social media Head and Creative Design Head in designing and showcasing the posters and flyers about the events organized and conducted in the campus.
- C. Coordinates with the Communication Head in ensuring that the details of the event reaches to the student bodies in promoting the events with good response to take part in.



10. Student Club Communication Head

- A. Ensures that the communications about the event is reaching to all the students within the campus - branch-wise and section-wise.
- B. Prepares a strategic plan in coordinating with the student representatives in forwarding the relevant information highlighting the key features of the events.

11. Students Club Documentation Head

- A. Responsible in submitting the relevant documents along with the photographs of the event to their Club Faculty Advisor and a copy to the Dean – Student Affairs.
- B. Coordinates with all the Executive Members in ensuring that the documents are sent in the following order.

S.No	NAME OF THE DOCUMENT
1.	Proposal by the Faculty Advisor/Coordinator/Convenor to Principal along with budget, and permission for the venue.
2.	Invitation to the resource person
3.	Acceptance along with the bio-data
4.	Poster/brochure/Banner (Not photo)
5.	Programme schedule
6.	Circular
7.	Registration/Attendance of the participants
8.	Certificates (sample)
9.	All participants filled Feedback, analysis – action
10.	Resource person filled Feedback – plan of action
11.	One page photos with atleast 6 with description as per the format
12.	Budget utilisation sheet
13.	Press note/Newspaper publication
14.	Single page report as per the format

Dean and Faculty Convenor of the Club oversees the functioning of the Student Club Activities.

All the student Club Executive Members shall be the Student Council members.



STUDENT CLUB REGISTRATION DETAILS

The clubs both extra curricular and co curricular initiated by the student under the guidance and advice of a faculty member are constituted to strengthen and identify the potential talents and strengths of the students. The Club activities will be monitored for a period of TWO years and if the Club is not active in conducting and organising the events specified it will be duly dissolved.

The following steps are designed to ensure the smooth conduction of Club activities:

STEP 1: To submit the details of the Club as per the proforma given below:

GNITS CLUB DETAILS FOR THE ACADEMIC YEAR _____

1. Name of the Club:
2. Year of Establishment:
3. Name of the Faculty Convenor/ Coordinator:
Designation:
Department:
Contact No.
Mail Id:
Ext.No.

4. EXECUTIVE BODY MEMBER DETAILS:

A. FACULTY MEMBERS:

Name of the Faculty/ Designation[Dept]/Designation[Club]/ Department/ ContactNo./ Ext.No.

B. STUDENT MEMBERS:

NAME OF THE MEMBER/ YEAR & BRANCH/ H.T.NO./ DESIGNATION[Club] / CONTACT NO.

- 1.
- 2.
- 3.

.....

5. VISION & MISSION STATEMENT of the club:
6. Aims & Objectives of the Club:
7. Roles and Responsibilities of the Club Executive Members:
8. Events and Activities planned under the Club:
9. Any other information to be furnished.

Signature of the
Club President/Coordinator

Signature of the Faculty
Convenor/Coordinator

Forwarded to: DEAN – Student Affairs

Date of submission: on or before _____

Note: Information to be furnished in not more than 2 pages.



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STEP 2: To submit an EVENT PROPOSAL of the event/activity to be organised/conducted as per the EVENT PROPOSAL proforma given.

STEP 3: To submit the details of the event /activity organised/conducted as per the specifications listed for documentation given below:

S.No	Name of the document
1.	Proposal by the Faculty Advisor/Coordinator/Convenor to Principal along with budget, and permission for the venue.
2.	Invitation to the resource person
3.	Acceptance along with the bio-data
4.	Poster/brochure/Banner (Not photo)
5.	Programme schedule
6.	Circular
7.	Registration/Attendance of the participants
8.	Certificates (sample)
9.	All participants filled Feedback, analysis – action
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11.	One page photos with atleast 6 with description as per the format
12.	Budget utilisation sheet
13.	Press note/Newspaper publication
14.	Single page report as per the format

All the elected members of the Student Club Executive Members will be the members of the GNITS Student Council.

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Extended Council-Class Representatives

CLASS REPRESENTATIVE ELECTION GUIDELINES

The following steps are designed to ensure a free, fair and orderly election.

STEP 1: Filling Nominations by the candidates

The Class Teacher will preside the proceedings of the election process in coordination with Student Counsellors of the section. The Class Teacher shall open the Nominations for one week for candidates to submit the filled in Nomination Forms.

Criteria All Candidates Must Meet in order to be Eligible for Nomination:

1. All candidates MUST have good academic track in their 10th and Intermediate in case of First Years and in their previous semester GPS of 7.0 and above without any backlogs in case of 2nd, 3rd and Final Years.
2. All Candidates should be registered students for the semester during the period when the nomination is opened.
3. All candidates MUST ensure that their nomination form has the names and signatures of their HOD and the Class Teacher /one faculty member of their department who taught them.
4. All candidates MUST scan and email their completed nomination forms to the Class Teacher on or before the deadline given.

STEP 2: Guidelines for interacting with their classmates:

All Nominees shall be given the opportunity to address their classmates to share their thoughts and manifesto to be the Class Representative in the presence of their Class Teacher and the Student Counsellors.

1. Each Nominee is given 10 minutes to share and interact with their class mates.
2. All Nominees should not promote the degradation of the other nominees. Should respect the other nominees and their ideologies.
3. All Nominees should not use any threatening or offensive statements during their address.

STEP 3: Election Procedure

1. The students of the Class can interact with the Nominee with questions if any.
2. Each student would note the name of their interested Candidate and shall submit the Ballot Paper to the Class Teacher.
3. The Teachers shall manually count the Ballot Papers and shall place the count before the Student Counsellors before announcing the names.
4. In case, there is any tie in the number of votes, the second round of voting is done for the candidates with the same number of votes.



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5. The Class Teacher announces the name of the CLASS REPRESENTATIVE whoever receives the higher number of Votes.

The Elected Class Representative name is forwarded to the respective HODs along with her nomination form to be forwarded to the DEAN – STUDENT AFFAIRS

The Day after the Class Representative elections, the elected Class Representatives are called for a meeting by the respective HODs.

The Class Representative elections will be conducted every year during the First/Second week of the commencement of ODD Semester in the month of July/August.

All the elected Class Representatives of all the years and the sections will be the members of the GNITS Student Council.

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APPENDIX : 3

ETHICS AND CODE OF CONDUCT OF THE STUDENT COUNCIL

1 Intent

This code of conduct applies to:

- (a) each member of the GNITS Student council.

2 Purpose

The purpose of this code of conduct is to:

- (a) set out the high standards of honesty, integrity and ethical behaviour expected in performing functions under the College guidelines and regulations.
- (b) guide members as to the practices necessary for confidence to be maintained in their integrity and for them to comply with their obligations in performing functions under the College guidelines and regulations

3 Requirements

GNITS council members must:

- (a) **act with honesty and integrity**, this means:
 - (i) be open and transparent in their dealings; and
 - (ii) not place themselves in a position of conflict of interest; and
 - (iii) declare any conflict of interest that should arise; and
 - (iv) strive to earn and retain college community trust of a high level;
- (b) **act in good faith**, this means:
 - (i) demonstrate accountability for their actions; and
 - (ii) accept responsibility for their decisions; and
 - (iii) make all decisions in the best interests of students; and
 - (iv) not engage in activities that may bring them or the college into disrepute
- (c) **act fairly and impartially**, this means:
 - (i) avoid bias, discrimination, or self-interest; and
 - (ii) demonstrate respect for others by always acting in a professional and courteous manner; and
- (d) **use information appropriately**, that is, ensure that information gained in the performance of their functions is kept confidential and only used for proper purposes;
- (e) **use their position appropriately**, this means:
 - (i) not use their position to seek an undue advantage for themselves, family members or associates; and
 - (ii) not cause detriment to the college and
 - (iii) ensure that they refuse any offers of gifts or favours that may cast doubt on their ability to apply independent judgement in performing functions; and
- (f) **act in a financially responsible manner**, this means:
 - (i) be accountable for all college resources used in performing functions.



4 The GNITS STUDENT Council Code of Conduct is based upon **these** ethical principles:

- A **member shall** consider the best interests of all students and parents.
- A **member shall** be guided by the Governing council's mission statement.
- A **member shall** act within the limits of the roles and responsibilities of a student council, as identified by the college guidelines & Regulations.
- A **member shall** recognise and respect the personal integrity of each member of the college community.
- A **member shall** treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A **member shall** promote a positive environment in which individual contributions are encouraged and valued.
- A **member shall** acknowledge democratic principles and accept the consensus of the committee.
- A **member shall** become familiar with relevant Institutional policies and operating practices and act in accordance with them.
- A **member shall** maintain the highest standards of integrity.
- A **member shall** not disclose confidential information.
- A **member shall** limit discussions at student council meetings to matters under its mandate and of concern to the Institutional community as a whole.
- A **member shall** use established communication channels when questions or concerns arise.
- A **member shall** declare any conflict of interest.
- A **member shall** not accept any payment or benefit financially through council involvement.