

**THE CONSTITUTION OF THE
STUDENT COUNCIL**



THE STUDENT COUNCIL

SMVMCH

.....and all our efforts we dedicate to the vision and dreams of past and present students.

PREAMBLE

This, the Constitution of the Student Council, Sri Manakula Vinayagar Medical College and Hospital, Puducherry.

We give to ourselves,

To guarantee to each member of the Council, A constructive way of life,

With the positive influence of people around us, Respecting each ones individually and God given skills, Providing a platform to develop and flourish without Impairing the freedom and opportunity of another.

This council shall promote academic achievements along with development of leadership skills and humanity in our students.

I. NAME

The Student Council, Sri Manakula Vinayagar Medical College and Hospital, Kalitheerthalkuppam, Madagadipet, Puducherry.

II. OBJECTIVES

1. To promote student participation in curricular and extra-curricular activities.
2. To promote student leadership skills in the areas of skill development, research, social responsibilities, academic and co-academic activities.
3. To promote student interaction between various batches and develop needed mentorship and guidance by senior students to the junior students.
4. To coordinate various students related college activities and programs.
5. To promote student participation and representation in the college administrative councils.

III. MEMBERSHIP

All the students of the M.B,B.S course, including SMVMCH graduate interns, shall be members of the Council. The census roll shall consist of all members of the council.

IV. FEE

Council Fund: All members shall pay an annual fee. The amount to be collected should be fixed by the Governing Body for each year. The fee should normally be collected with the tuition fees.

V. THE GENERAL BODYMEETING

1. The meeting is called for by the President.
 - a) At his/her discretion
 - b) At the request of the majority of the executive committee.
2. The meeting shall be exclusively for members. The President may, at his/her discretion, permit visitors to attend the meeting including alumni members.
3. The quorum for the General Body Meeting shall be 25% of the census roll, excluding interns, and it is to be called for at the commencement of the meeting.
4. The General Body Meeting may be ordinary or Emergency.
5. The Ordinary General Body Meeting should be called for, giving at least one week's prior notice and should be held once in a year.
6. The Emergency General Body Meeting may be called for at short notice by the President on receipt of a request from the Governing Body. The President shall inform the agenda prior to calling for the meeting.

VI. THE AGENDA

1. Shall be drawn by the General Secretary in consultation with the President and the Vice president. The President may accept suggestions and may disregard personal and frivolous suggestions.
2. The final agenda shall be posted at least 24 hours before the scheduled time of meeting.
3. Question Time: At every Ordinary General Body Meeting there shall be a Question Time. Questions to be asked at the Question Time may be deposited in the suggestion box. The President shall convey to the respective Governing Body members any questions pertaining to their offices 48 hours before the scheduled time of the meeting.

VII. MINUTES

1. The General Secretary shall be responsible for the minutes.
2. The minutes of the General Body meeting shall be recorded by General Secretary.

VIII. PROCEDURES OF THEHOUSE

1. English shall be the medium of expression in the House.
2. In all discussions, members shall address the Chair.
3. The members shall express their opinions on the subjects under discussion with the permission of the Chair.

4. Subjects other than those on agenda may be brought up for discussion with the permission of the Chair.
5. A point of clarification may be formulated in between speeches to elicit specific information regarding the present subject and may not be used to explain one's position.
6. The discussion stands closed when propositions are called for, but the Chair at his/her discretion may permit clarifications regarding the propositions on the floor.
7. Point of Order
 - a) A point of order may be raised when there is a violation of the procedure or decorum of the House.
 - b) When a member is misleading the House with any incorrect information.
 - c) The Chair's decision on a point of order shall be final. No debate shall be allowed, but the Chair may, if he/she so desires, hear members before giving his/her ruling.
 - d) A point of order may not be raised on a hypothetical point, or on another point of order.

IX. ANNOUNCEMENT

All announcements including those calling for General Body Meetings shall be posted on the Student Council Notice Board in the College.

X. THE GOVERNINGBODY

1. Shall consist of all the office bearers, two batch representatives(one male representative and one female representative) from first years, second years, final years, CRR I and one representative from alumni and one male and one female Post-graduate representative .The Governing Body should consist of at least 50% female students.
2. The quorum of a Governing Body Meeting shall be at least 50% of the members including the President and/or Vice-President.
3. **Decision Team** - All decisions taken by the Governing Body should be based an agreement by the President, Vice President, General Secretary and the Concern Secretary. This applies to the whole tenure of the Council as well.

4. The President may invite visitors for consultation to the Governing Body Meetings. However they **shall not vote at the meeting.**
5. In case of any emergency the Governing Body has the power to make decisions for the General Body and immediately post notices. Such decisions will have to be ratified at the next General Body Meeting.
6. The decisions made by the Governing Body will be implemented by the appointed committee or individual at the earliest instance. In the event of not being able to execute such decisions, an explanation must be ratified at the next Governing Body Meeting.
7. **In case a member of the Governing Body has to absent himself/herself from a Governing Body Meeting/General Body Meeting, prior information to be submitted to the General Secretary in writing.**
8. A member of the Governing Body shall be deemed to have vacated his/her post on absence, without excuse that is not sufficient in the opinion of the Governing Body, from three meetings of the Governing Body.

Mentorship: The newly selected Council members will be monitored and mentored by the previous Council member of the same post and can give suggestions along the way.

XI. POWER AND DUTIES OF THE OFFICERS OF THE GOVERNING BODY

1. The President

- Shall convene and preside over Governing Body and General Body meetings
- Shall see to the proper functioning of the Governing Body
- Shall be responsible for conducting all official functions of the student body.
- Shall represent the opinion of the student body to the authorities and vice-versa
- May attend any sub-committee meeting as an ex-officio member.
- Shall be responsible in getting signatures from the Authorities.
- Shall attend to all correspondences of the Council.
- Shall be in charge for organizing and conducting the Annual College Day

2. The Vice-President

- Shall see to the proper functioning of the Governing Body
- Shall take over the duties of the president in his/her absence or at his/her request and serve as a bridge between the President and General Secretary.

- Shall be responsible to assist in getting signatures from the Authorities.
- Shall be responsible for Transport arrangements along with General Secretary and Day celebration Secretary.
- Can assist with the Secretary for Archive and photo graphics.
- Shall assist the President in carrying out his/her duties.
- Shall attend to all correspondences of the Council.
- Shall be responsible for the Council Notice board.
- May attend any sub-committee meeting as an ex- officio member.
- Shall be in charge for organizing and conducting the Annual College Day

3. The General Secretary

- Shall be responsible for convening all functions of the Student Council.
- May attend any sub-committee meeting as an ex- officio member.
- Shall be responsible to assist in getting signatures from the Authorities.
- Shall be responsible for the minutes of the Governing Body and General Body Meetings.
- Shall be responsible for Transport arrangements along with Vice President and Day celebration Secretary.
- Shall attend to all correspondences of the Council.
- Shall be responsible for appointing any member of the Governing Body to maintain the Inventory Register of the Student Council. The person appointed must submit the Inventory Register to the General Secretary after each event.
- Shall be responsible for handing over the Inventory Register to the subsequent Governing Body.
- Shall be in charge for organizing and conducting the Annual College Day

4. The Treasurer

- Shall maintain the accounts of the Student Council in conjunction with the respective secretaries and shall be ultimately responsible for the accounts
- The Treasurer shall present all accounts at least once a year at Ordinary General Body Meetings.
- Monitoring the ins and outs of the Council expenses can be done by the previous year Decision team.
- The Treasurer shall be responsible for submitting the final budget report of a particular event within a period not exceeding one month of completion of the event.

5. Joint Treasurer

- He/ She shall assist in maintaining the treasury and finance books.

6. The Editor

- Shall be responsible for publishing the college magazine and other periodicals.
- Shall be responsible for proof reading of any messages conveyed to the public.
- Shall be the chairperson of the Editorial sub-committee.
- Shall be responsible for appointing members of the M.C to conduct events for the Student Council. It should consist a male and a female to work as M.C throughout the tenure of the council.

7. The Joint Editor

- Shall assist the Editor in carrying out his/her duties.

8. The Secretary for Cultural Activities & Entertainment

- Shall be in charge for organizing and conducting the Annual College Day and cultural celebrations (MANTRA).
- Shall be responsible for publicly displaying the scores of all batches throughout the course of the cultural events. At the end of all cultural events, the Overall Championship Trophy shall be announced.
- Shall form a Sub-Committee for Music Club and appoint a member of the College Band to handle the Music Room key and maintain all the music instruments.
- Shall be responsible for holding intra- collegiate and inter- collegiate events to be decided upon and suitable dates fixed by the Governing Body.
- Shall be the Chairperson of the Cultural sub-committee.
- Shall be assisted in his/her duties by the General Secretary.

9. Joint Secretary for Cultural

- Shall assist the Secretary for Cultural Activities and Entertainment and organizing the cultural event.
- Shall maintain the records of the volunteers for Cultural from Second year.

10. The Secretary for Sports

- Shall conduct all sports events and athletic meets held under the auspices of the Student Council.

- Shall be responsible for conducting the Annual Sports Day (GALAXY) during which the all the trophies and medallions for sports and athletic events including the Overall Trophies will be given.
- Shall be responsible for forming a Sub-Committee for Sports every year.
- The Sub-Committee for Sports
- Shall be chaired by the Secretary for Sports and co-chaired by the Joint Secretary for Sports.
- Shall contain two representatives from each batch-one male and one female.
- Shall be responsible for deciding the venue and date for assigning fixtures.
- Shall be responsible for scheduling all the sports events.
- Shall be responsible for updating the Score Chart as and when the sports events are over.
- Shall be responsible for maintaining the score points for Individual Championship.
- Shall be responsible for organizing teams for Intercollegiate Sports

11. Joint Secretary for Sports

- Shall not be of the same gender as the Secretary for Sports.
- Shall assist the Secretary of Sports in organizing the sports events.
- Shall maintain the records of the volunteers for Sports from Second year.

The Secretaries for SIMSCON

➤ **SIMSCON Conference Secretary**

- Shall be in-charge of coordinating and conducting South Indian Medical Students Conference (SIMSCON) and related activities.
- Shall be responsible for arranging meetings with the Resource Persons, Speakers, Administrative Body and the SIMSCON Core Committee.
- Shall be responsible for arranging meetings review meeting with the senior facilitators.
- **SIMSCON Core Committee** – SIMSCON Conference Secretary, SIMSCON Pre-Conference Secretary, President, Vice President, General Secretary, Treasurer, Technical Secretary.
- **SIMSCON Coordinators** - President, Vice President, General Secretary each handling at least 5 wings which are interlinked with each other. They shall be responsible for the meetings with the Wing In charges weekly and resolve any dispute that arises, conducting the review meeting along with the SIMSCON Secretaries and contribute to their respective wing by helping wing.

Note: Wing In charges should discuss any major decisions or changes with the Coordinators and report the wing's report with their coordinators.

- Shall be responsible for organizing meetings for all the organizers and wings. Each wing shall include members from the senior batches as advisors.
- Such meetings shall be held at least once in a month till the conference is over.

- Shall be responsible for updating the Governing Body.

SIMSCON Pre-Conference Secretary

- Shall be responsible for organizing all the pre-conference workshops and events.
- Shall be responsible for arranging meetings with Resource Persons, Organizers and the Governing Body.
- Shall be responsible for handling all the mannequins and workshop materials.
- Shall be responsible for holding regular meetings with the workshop resource persons, collecting data for hand-outs, workshop presentations and setting up the venue for workshops.

12. The Secretary for Curriculum and Quiz Club

- Shall be in charge of all matters pertaining to curricular activities
- Shall see to the proper functioning of the Students' Quiz Club.
- Shall be in charge of transport arrangement for all curricular activities.
- Shall be the Chairperson of the Curriculum sub-committee.
- Shall be responsible for organizing intercollege and intra-college quiz competitions conducted under the auspices of the Student Council.
- Shall be responsible for maintaining the attendance record of the Quiz club.

13. The Secretary for Archive and photo graphics:

- Shall be responsible for Documentation of various activities of the Council in a creative form of a Council Report along with Photos of the concerned events along with Vice President.
- Shall be responsible for arranging Videography and Photography for the events and uploading them in the website.
- Shall work with Technical Secretary in managing the Council Website and constant up to-date information, **publicizes** the Council website and make sure previous council works are displayed at the website as well.
- Shall act as a bridge between Technical Secretary and Treasurer.
- Shall be responsible for the in sales of the Photos and Videos of various Events along with the Treasurer.

The Secretary for Social Services

- Shall be the chairperson of the social services sub-committee.
- Shall organize and execute various programs under The National Service Scheme (NSS) and Students' Palliative Care Program.
- Shall introduce new programs after approval of the Governing Body and permission from the

Administrative Body.

- Shall be responsible for writing reports about the on-going programs which have to be submitted every 3 months to the General Secretary.

National Service Scheme

- He/ She shall frame the eligibility criteria for enrollment as volunteer's in NSS.
- Must ensure the appointment of Program Officer.
- Shall be responsible for maintaining the NSS Volunteers List, Attendance Register, Activity Register and the Stock Register.
- Shall be responsible for prompt submission of camp reports.

Students' Palliative Care Program

- Shall co-ordinate with the Faculty In-charge and design the program module for the year.
- Shall organize sessions, camps and field visits.

Joint Secretary for Social Services

- Shall assist the Secretary in maintaining the registers.
- Shall organize and conduct programs in the absence of the Secretary.

Secretary for Students' Discussion Forum

- Shall be responsible for arranging sessions on a regular basis after consultation with the faculty in-charge.
- Shall be responsible for conducting sessions not less than 10 in number during the tenure of the Governing Body.
- Shall be responsible for displaying the topic, date and venue on the notice board at least 3 days prior to the Students' Discussion Forum session.
- Shall maintain the sign-in register of Students' Discussion Forum.
- Shall write reports regarding the session's conducted which have to be submitted every 3 months to the General Secretary.
- Shall be responsible for maintaining the attendance record of the Students' Discussion Forum.

Secretary for Day Celebrations:

- Shall be responsible for conducting all the special day events
- Such as Teachers' Day (DOCERE), Fresher's Day, Farewell(SAYONARA) and days of national importance which are planned by the Governing Body.

The Technical Secretary:

- Shall be responsible for maintaining the Student Council and SIMSCON websites.
- Shall organize and conduct the online registration process for annual college day and cultural activities.
- Shall be the head of SIMSCON Technical Wing and co-ordinate the SIMSCON registration wing.

- Shall collect and maintain all photographs and videos of cultural activities and SIMSCON.
- Shall be responsible for organizing technical support for all programs hosted by the Student Council.
- Shall be responsible for communicating with the EDP Department of our institution to upload information regarding all events conducted under the auspices of Student Council in the college website.

The Secretaries for UG Men's and Women's Hostel

- Shall be the Chair of the hostel sub-committee consisting of students from all batches.
- Shall conduct regular meetings with the hostel sub-committee and record the suggestions and grievances of the hostel students.
- A hostel report shall be submitted once in every four months to the General Secretary which shall be presented in the Governing Body meetings.

14. The Batch Representatives and Representatives of Alumni and Post-Graduate students

- Shall be representatives of their batch/group.
- Shall be elected /nominated by their class/group before the Handing Over Ceremony
- Shall take over office immediately after they are elected.
- Shall convene all class/group meetings.
- Shall co-ordinate all class/group activities.
- Shall be responsible to the Student Council for the Activities of the class/group.
- Shall represent the decisions and opinions of the Student Council to their respective batches/group and vice-versa.

XII. SUB-COMMITTEES

- The Sports sub- committee shall consist of the sports representatives of all batches.
- The Cultural sub - committee shall consist of the cultural representatives of all batches.
- The Chairperson of the various sub-committees is responsible for keeping the Council informed of their current activities.

XIII. AMENDMENTS TO THE CONSTITUTION

- Any intended amendment to the Constitution should be duly proposed and seconded and handed over to the President Within 24 hours of the posting of notices calling for General Body Meetings.
- The suggested amendment will be posted by the President on the notice boards within 24 hours of its receipt
- Any amendments favored by a two-third majority (of the Governing Body) will be accepted. After discussion with the management, it shall be included in the constitution.

- **VOTE OF NO-CONFIDENCE** May be brought up against any member of the Council.
- If such a discussion arise when a Council members acts against the council spirit 'Vote of No Confidence' comes into play.
- **All the other active council members and at least 15 of the Ex- Council members (Past 2 years) must state their decision in the Council website under 'Vote of No confidence' and the decision will be carried over to the Dean/Director by the highest authority of the Council i.e. The President along with Vice President and the General Secretary.**
- The Decision made by Active Council members is weighed over the decisions made by the Ex- Council members.
- The comments given in the website must be made autonomous when presented to the public, however the details of the applicant is seen by the highest Authority, Vice President and the General Secretary.
- The member is resigned by the post once approved by the Director and re-selection of the post nominees takes place.
- Note: If the discussion arises against the President, Vice President become the highest authority.

XIV. DISCIPLINARY MEASURES

- Disciplinary measures can be taken against any member of the Council, including a Governing Body Member, through written resolution from the members to the faculty in-charge.
- Disciplinary measure should be in the form of debarment of a member for a maximum period of one year from the Student Council during which period the said member will not be permitted to participate in any activities of the Student Council. The action can be taken against any member who has violated the constitution or is guilty of action detrimental to the interests of the House.

XV. NOMINATION OF GOVERNING BODY

1. Nominations

- a) Notification calling for nominations to the following posts shall be made at **least two weeks** before the date of annual General Body meeting.

1. The President: Any student from the third or fourth year batch.
2. The Vice- President: Any student from third or fourth year batch.
3. The General Secretary: Any student from third year batch.
4. The Treasurer: Any student from third year batch.
5. The Joint Treasurer: Any student from second year batch.
6. The Secretary for Cultural Activities: Any student from third year batch.
7. The Joint Secretary for Cultural Activities: Any student from second year batch.
8. The Editor: Any student from third year batch.
9. The Joint Editor: Any student from the second year batch.
10. Secretary for Archive and photo graphics -Any student from the second year batch.

11. The Secretary for Curriculum and Quiz Club: Any student from third year batch.
12. SIMSCON Conference Secretary: Any student from third year batch.
13. SIMSCON Pre-conference Secretary: Any student from third year batch.
14. The Secretary for Social Service: Any student from third year batch.
15. The Joint Secretary for Social Services: Any student from second year batch.
16. The Secretary for Sports: Any student from third year batch.
17. The Joint Secretary for Sports: Any student from third year batch.
18. The Secretary for Students' Discussion Forum: Any student from third year batch.
19. The Secretary for Day Celebrations: Any student from third year batch.
20. The Technical Secretary: Any student from third year batch.
21. The Secretary for UG Men's Hostel: Any student from third or fourth year batches.
22. The Secretary for UG Women's Hostel: Any student from third or fourth year batches.
23. The Committee Members for batch/group representations: Two members from I, II, IV years, two from CRRI, one member from the alumni association, and one male and one female Post-Graduate student.

b) The nominations should be duly seconded and also countersigned by the candidate

c) Nominations shall be closed one week before the date of annual General Body Meeting.

d) In case no nominations are received for any post, nominations for those posts will be extended for a further period of forty- eight hours.

e) In case nominations are not received even after the extended period, the post for which no nominations are received will be considered as having lapsed. In the event of a post lapsing, it will be the responsibility of the Governing Body to nominate a member in consultation with the faculty in charge.

2. Withdrawals

a) Withdrawals of nominations will be permitted if they are made in writing by the nominees and submitted to the faculty in-charge within 48 hours after the closure of receipt of nominations.

3. Finalist

The Administrative Body constituted by the Director will finalize the nominated persons for each post of the Governing Body based on the nomination criteria.

The decision of the administrative body is final.

The final list of selected office bearers will be announced in the annual General Body meeting.

4. Investiture Ceremony

a) This meeting will be chaired by the Director who shall announce the results of the selection.

b) The report of General Secretary and Treasurer shall be read at the ceremony.

c) Selected candidates will take the oath of office.

d) The new Governing Body shall then take over office.

XVI. RESIGNATIONS

1. The resignations of members of the Governing Body should reach the President. In the event of the President resigning, his/her resignation should reach the faculty in-charge directly.

2. The resigning member shall continue to hold office until the by- nominations for the same post has been conducted.

XVII. DISSOLUTION:

In case of dissolution of the Council, its assets shall be taken over by the College and applied for purposes consistent with the Objective of the Council.