

SMEF's BRICK SCHOOL OF ARCHITECTURE & INTERIOR DESIGN

ROLE OF THE STUDENT COUNCIL BODY

This document has been made for the any member of the college to understand the exact role of a Student Council and its Members.

The Student Council is formed to enclose the gap that exists between the student body and faculty/administration.

The Council stands from the students, by the students, for the students.

The Council consists of the following posts and will be headed by the following years:

- 1. *General Secretary – 4th Year***
- 2. *Senior Cultural Secretary – 4th Year***
- 3. *Senior Sports Secretary – 4th Year***
- 4. *Treasurer – 4th Year***
- 5. *Junior Cultural Secretary – 3rd Year***
- 6. *Junior Sports Secretary – 3rd Year***
- 7. *Architectural Representative – 3rd Year***
- 8. *2nd Year Representative – 2nd Year***
- 9. *RDID Representative – 3rd Year***
- 10. *NASA Secretary – Unit Secretary – 3rd Year***
Unit Delegate – 2nd Year

The Council Members as a single entity have the following roles to be fulfilled:

- Always keeping the college and its name as high as possible.
- Ensuring the needs of the students are heard and catered to, if doable
- Creating and upkeep of the morale of the college.
- Maintaining college decorum and timings

- Maintaining equality within the college environment.
- Being good examples for all the students.
- Keeping complete transparency between itself and all members of college.
- Ensuring the proper functioning of college, its activities, curriculum and events.
- Ensuring no decisions are being made without consent from the principal.
- Constantly encouraging students and trying to keep the college attitude as positive as possible.
- Providing the faculty/academic coordinator with a yearly event calendar so as to avoid clashes of events.
- Ensuring every event organised/hosted is pre-informed in advance (at least 2 weeks) with proper schedule and expenditure.
- Increasing vertical interaction among the students through activities like workshops, clubs, sports, lectures, etc.
- Ensuring formal emails are sent to everyone before any event or activity.
- Administration is informed beforehand about any nights/stay backs in college or events.
- Organise GBM's to inform students about college events/activities and also hear students and any of their problems.
- Ensure no ragging/harassment is being done and if done, take the responsible individual to the anti-ragging committee
- Look into formation of the next council and guide them at all times.
- Documentation of every COUNCIL MEETING in the form of Minute-To-Minute either as a write up/pointers/recording, etc. for future reference.

A copy of the above should be sent on the Council whatsapp group immediately post the meeting.

As individual council members, these are the following responsibilities:

1] General Secretary:

- He/She:
 1. Is the head of the Council.
 2. Shall ensure the proper functioning of the council in all aspects.
 3. Shall ensure there is no misuse of power by any council member.
 4. Shall be the conveyor of all decisions made to and by the council.
 5. Shall always ensure decorum of college is maintained.

6. Shall ensure involvement of all students and lead by example.
7. Shall not act as a ruler and treat all members equally.
8. Shall not give any decisions and commitments without consulting the council members.
9. Shall ensure council meetings are being taken at least once a month.
10. Shall always inform the principal and academic coordinator about any event/decision well in advance.

2] Cultural secretary: (common for Senior & Junior)

1. Planning and execution of all the cultural events in the college
2. Encouraging students for an overall development (academics and extracurricular)
3. Culture of college is not just the events, but the attitude of students towards the college and vice versa.
4. Working towards forming a long lasting bond with college and students for upliftment of students and college.
5. Encourage students to participate in extracurricular activities and competitions.
6. A crucial link between students and faculty and management and administration.
7. Good leader who works with students.
8. Attend and conduct meetings and GBM and ensure smooth functioning of student body.
9. To uplift and maintain the culture of college.
10. Assist Senior Cultural Secretary in planning every event, workshop and in solving college issues.
11. Ensure workability of whatever is planned with the Senior Cultural Secretary.
12. Handle Enthuva with Co-Council members and Host batch.
13. Look after working of clubs, house events, cultural competitions and co-curricular activities.

3] Sports Secretary: (Common for senior & junior)

TOWARDS COLLEGE AND STUDENTS:

1.1 Creating and upkeep of the sporting morale of the college : The secretary must ensure that the sports activities that keep the college lively are always continued.

IN ADDITION- the activities and matches must not be limited to one semester

where the next semester is provided to the practices of said sports , instead practices and college matches must be ensured from day one of the new semester.

1.2 Maintaining equality within the college environment: No gender, caste or batch should be given any importance and this should be instilled via the proper integration and equal participation rules.

1.3 Upkeep of proper sports equipment: The indoor and outdoor activities must both be given an equal level of importance and for which tt tables nets volleyball nets and so on so forth are the direct responsibility of the sports sec.

1.4 Maintaining college decorum and timing: PLANNED sports activities must adhere to timings in such a manner that it does not interrupt or disturb any lectures or workshops happening in college.

1.5 Sports shall not be considered a secondary activity by any member of the council.

TOWARDS THE HOUSES AND HOUSE MATCHES FOR THE SPORTS TROPHY:

2.1 The timetable for all house matches must be created well in advance and placed in the foyer and provided as a digital copy to all the house captains minimum 1 week prior to the commencement of all such activities.

2.2 The sports activities must be designed so as to include indoor sports addition in the form of TT, Carrom and Chess.

2.3 The points system is as follows:

Win +2

Draw 1 point each

This will be followed for each sport. The final tally will be seen as the team at the top of a specific sport will be given +3 for first +2 for second +1 for the third and then the total points will be the cumulative sum of each sport.

2.4 The house captains must therefore be given the responsibility to make sure all team lists are provided one day prior to the commencement of the games and the sports sec must keep a well documented file in order to foresee equal and integrative participation for all.

2.5 House matches must not wait for the new batch to arrive and instead should commence from the start of the semester itself and to see that the games ensure proper participation

No more than 2 people per batch must be in the starting lineup of each sport
1 girl compulsory must be in the team AND will be an integral part of the game and can not be instantly substituted or exchanged as a temporary eyewash.

If seen to not comply with such rules there will be an immediate disqualification of that house team from the sport.

TOWARDS THE COLLEGE TEAMS AND COMPETITIONS:

3.1 In specific the teams must be instilled to begin from the day one of the new semester and practices must be designed with the timetables provided to

The entire college for everyone to attempt for selections

The present G.Sec and the Council Members

The faculties involved so as to attain faculty support for the same.

3.2 The team practices once commenced is the equal responsibility of the senior and junior sports sec and either one must be present in any sport practices happening on

said date.

3.3 The sporting equipment must be procured well in advanced with the treasurer getting all receipts and bill of quantities along with rates a minimum 2 weeks prior to ordering after which this must be passed via The college treasurer and then the final order of the said equipments must be done.

3.4 The Maidan e jung and Shearforce weeks must be informed to the director of the college well in advance with the additional discussion for the inclusion of student support and college on Saturdays for student to be given a proper formal OFF from college.

3.5 It will be the responsibilities of the sports secretaries to ensure a proper documentation for all the practices that take place and have SPORTS TEAM meetings every two weeks to update the teams on performance and improvement of the teams needed to be done.

3.6 All students participating must have a no objection certificate from their class facilitators in order to participate in any sport.

3.7 SETTLEMENT STUDY DATES : The members must ensure that the match dates and settlement study dates for the years must not intersect by any means and a minimum months notice must be provided directly to the director of college for the same.

4] Treasurer:

1. Always get 2-3 quotations for any purchase or expenditure.
2. Avoid getting more than 3 quotations as decision making gets complicated.
3. As a treasurer, judge the importance and quality of the product/service and spend the money.

If the product/service is worth spending a little more than the budget, submit the quotations and

- convince the council to go ahead with the best product/serve.
4. Use the requisition form that will be forwarded and store it safely.
 5. Be stringent about spending the students' money but also provide the best.
 6. Money that needs to be owed to the students ought to be thoroughly checked.
 7. Anybody other than the treasurer taking money must inform the treasurer at all times without which the money, for whatsoever reason, must not be withdrawn from the students council fund.
 8. Parallel to Sanket Sir's accounting, the treasurer must keep a record too which should be tallied at the semester end.
 9. No withdrawal or expenditure should undergo informing the College accountant, STRICTLY THROUGH MAIL.
 10. Write a formal mail at all times. Which must include: briefly the event details, who the money needs to be given to and by when must the vendor be paid

5] 2nd year representative:

1. To ensure interaction between the batch and with senior batches and faculty.
2. To convey the problems of batch to the council.
3. To assist cultural secretary for events.
4. To head the fresher's event and any other event related to 2nd years.
5. To handle academic, co-curricular, extra curricular activities of the batch.
6. To ensure vertical interaction between batches.

6] Architectural Representative:

1. Should make sure all architectural competitions, their posters, briefs, etc. is being floated on whatsapp groups.
2. Encouraging students to take part in lectures, competitions, events and workshops, related to architecture.
3. Create a sense of belonging and excitement and teach architecture that exists outside the curriculum.
4. Host events like speeches, debates, quizzes, workshops of architecture.
5. Invite guests from outside for lectures and workshops for the students.
6. Introduce students to any new techniques and creations that take place in the architectural world.

7. Encourage students to produce better work and create a positive environment in college.
8. Coordinate with council and faculties about any event.

7] RDID Representative:

1. Ensure that there is no gap felt between the Architecture & Interior Design Students.
2. Inform the Council about any events that will be hosted or want to be hosted.
3. Act as the bridge between the 2 fraternities.
4. Propose events that encourage more vertical as well as inter interactions.
5. Look after the students and inform council about any complains or demands.
6. Always ensure upliftment of academics as well as cultural events.
7. Ensures that students wait back for events.
8. Propose lectures, events and various activities for betterment of college and its students.

8] NASA secretary:

1. Inform council about NASA dates, events, proposals and briefs.
2. Ensure active participation of students in competitions and conventions.
3. Promote more architectural learning.
4. Invite guest lecturers and inform students about importance/benefits of nasa.
5. Ensure no student bunks college or misses lectures on the pretext of "nasa work"
6. Inform faculty and coordinate with them about leaves and submissions.
7. Inform council about any activities related to nasa and election of the nasa secretary.
8. Attend council meetings.
9. Ensure the academics of any student is not affected.

The Council shall always act as a single body. No member is bigger or smaller. We all act as a team and as equals.

And to ensure this, there should be complete transparency at all times within the Council and its Members.