

THE STUDENT COUNCIL OF ST. JOSEPH'S COLLEGE FOR WOMEN, VIZAG – 2017-18

The composition of the Student Council for 2017-2018

1. President	Final Year	Vogayasi Pulavarthy	BBA
2. Vice President 1	Final Year	Sashmita Dash	CBZ
3. Vice President 2	Final Year	Sreevani V	EPJ
4. Vice President 3	Final Year	Umaima Dohadwala	HSc
5. Treasurer	Final Year	Haritha NN	BCom
6. Joint Treasurer	Final Year	Pravallika K	MPCSc
7. Secretary	Second Year	Sherin K. Thomas	EPO
8. Joint Secretary	Second Year	Amritha M	MStCSc
9. Liaison Documenter 1	Final Year	Prashanti K	BBC
10. Liaison Documenter 2	Second Year	Pramoditha G	CEM
11. Liaison Documenter 3	Second Year	Anvitha P	EEP
12. Logistics Coordinators	Third Year	Anupama	HEP
13. Sports Representative	Final Year	Sashikala Bhatt	MPC
14. NCC Representative	Final Year	Elsie Chandramathi	MECSc
15. Inter Representative (Sc)	Senior Inter	Lavanya R	MPC
16. Inter Representative (Arts)	Senior Inter	Vyshnavi	MEC
17. PG Representative	Second Year PG	Kavya	MSc (Chem)

Faculty Advisors

1. Ms. D A. Ramani	Head, Department of Office Management
2. Dr. T. Bhaskara Sudha	Dept Incharge, Dept of English
3. Ms. Mary Vijaya Ratna	Dept of Physics
4. Ms. R. Pavani	Dept Incharge, Dept of Commerce
6. Ms. G. Vasundhara	Dept of Home Science

Selection Procedure of the Representatives and Faculty Advisors

- ✓ At the beginning of the academic year, the **Principal** announces the names of the Five Faculty Advisors to the Student Council for the academic year in the General Staff Meeting and in the Assembly.

- ✓ The Heads of Departments nominate students for the posts of President, Vice President, Treasurer, Secretary & Joint Secretary based on their regularity in terms of academics, attendance and overall behavior.
- ✓ The **Principal** personally interviews the shortlisted students out of the nominated candidates for the post of President and based on a number of factors nominates the President of the Student Council.
- ✓ The **Principal** along with the Faculty Advisors, after a discussion selects the remaining Office bearers of the Student Council
- ✓ A resolution is adopted for confirming the names of the student representatives.
- ✓ The Decision of the Principal and Faculty Advisors is communicated to the selected Representatives.
- ✓ The Student Council Office Bearers are introduced to the whole college in the Assembly, where they speak for a few minutes reaffirming their active representation in the College activities.
- ✓ The Office bearers have an Investiture Ceremony during the Inaugural Function of the College.

Profile and responsibilities of the Office Bearers

President:

- The President will conduct fortnightly meetings and whenever need arises and chair the meetings with an agenda.
- She will be overall responsible for the Conduct of the Student Council.
- She will liaise and report to the Coordinator of the Team of Faculty Advisors and to the Principal whenever necessary
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors
- She HAS TO COORDINATE with ALL the EXECUTIVE COUNCIL MEMBERS frequently and when NECESSARY
- She has to strike a harmonious balance among the whole Team of the Student representatives
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work of the other Office bearers of the Student Council
- She must conduct herself in a dignified and exemplary manner either in or outside college, as she is the Role model other representatives will look up to.
- She has to assume proactive leadership and guide the others in the effective functioning of the Student Council during normal day responsibilities as well as during special events in the College.
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication, but handle it with maturity.

- She must from time to time ensure that the documentation by the Secretary/Joint Secretary and the Liaison Officer is up to date.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal.

Vice President 1

- The First Vice President shall conduct meetings in the absence of the President and shall assume the office of the President in the event of the resignation or removal of the President
- The First Vice President shall coordinate the conduct of the activities of the college with more emphasis on the **Science Stream (MPC, MPCSc, MStCSc & MECSc)**
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work delegated to the other Office bearers of the Student Council
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication but handle it with maturity
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors/President.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal.

Vice President 2

- The Second Vice President shall conduct meetings in the absence of the President and shall assume the office of the President in the event of the resignation or removal of the President
- The Second Vice President shall coordinate the conduct of the activities of the college with more emphasis on the **(BA [All Groups] BBA, BCom & Inter Arts)**
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work delegated to the other Office bearers of the Student Council
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication but handle it with maturity
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors/President.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal

Vice President 3

- The Third Vice President shall conduct meetings in the absence of the President and shall assume the office of the President in the event of the resignation or removal of the President
- The Third Vice President shall coordinate the conduct of the activities of the college with more emphasis on the **(CBZ, BBC, HSc, Inter Science & PG)**
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work delegated to the other Office bearers of the Student Council
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication but handle it with maturity
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors/President.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal

Treasurer

- The Treasurer shall keep an accurate record of receipts and expenditures, and shall present a financial statement at meetings requested by the President.
- The Treasurer will also create a budget for the organization in consultation with the President and be responsible for all requests of funds and fundraising activities.
- The Treasurer will COORDINATE with the President and Vice Presidents all the time.
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work delegated to the other Office bearers of the Student Council
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication but handle it with maturity
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors/President.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal
- She can represent the President or Vice Presidents in meetings in case of their unexpected absence.

Joint Treasurer

- The Joint Treasurer shall along with the Treasurer maintain an accurate record of receipts and expenditures, and shall present a financial statement at meetings requested by the President.

- The Joint Treasurer will also design & create a budget for the organization in consultation with the President and be responsible for all requests of funds and fundraising activities.
- The Joint Treasurer will COORDINATE with the President and Vice Presidents in addition to the Treasurer all the time.
- She can delegate whatever work she feels necessary, but she is ultimately responsible for the work delegated to the other Office bearers of the Student Council
- She must ensure that she does not knowingly disrepute any of the other members even if there is some miscommunication but handle it with maturity
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors/President.
- She must be alert to whatever is happening among the students in the college and if there is some untoward incident/argument between any two or three students, she must bring it to the notice of the Faculty Advisors for redressal
- She can represent the President or Vice Presidents or Treasurer in meetings in case of their unexpected absence.

Secretary

- The Secretary will be responsible for calling for meetings (scheduled and unscheduled)
- She will inform the members for attendance at the meetings.
- She will coordinate with the President and Vice President on a day to day basis to find out what is necessary to be done
- She along with the Joint Secretary will be responsible for effective conduct of meetings
- She will take notes in detail during meetings for recording them in the minutes
- She will obtain the signatures of the Council (Students and Faculty Advisors) for every meeting.
- She will constantly update the records and maintain constant liaison with the Liaison and Documentation Officers.
- The secretary shall keep a roster of all active members and oversee all publications and publicity relating to the organization
- The Secretary shall record the minutes of all meetings and shall maintain a record of all Council correspondence.

Joint Secretary

- The Joint Secretary will be responsible for calling for meetings (scheduled and unscheduled)
- She will inform the members for attendance at the meetings.

- She will coordinate with the Secretary, President and Vice President on a day to day basis to find out what is necessary to be done
- She along with the Secretary will be responsible for effective conduct of meetings
- She will take notes in detail during meetings for recording them in the minutes
- She will also obtain the signatures of the Council (Students and Faculty Advisors) for every meeting.
- She will constantly update the records and maintain constant liaison with the Liaison and Documentation Officers.
- She will coordinate with the Logistics Coordinator for Venue and other aspects for Competitions and events.

Liaison and Documentation Officers (Science & Arts Streams)

- The Liaison & Documentation Officers will closely coordinate with the Vice Presidents and Secretary and Joint Secretary for all the events in the College.
- They will attend all the Council meetings and coordinate with the President, Vice Presidents and others.
- The Liaison & Documentation Officers will keep a record of all Council activities (Internal and External) and be responsible for photographs pictures Xerox Copies of Participants in External Competitions & collect otherwise documenting all Student Council events.
- They will also prepare monthly reports for the President that indicate the proceedings of the council for the previous month. These records will be kept as a record of activity for the use of future Councils.

Liaison Documentation Officer I

- The Liaison & Documentation Officer I will coordinate with Vice President I (**MPCSc, MPC & MStCSc**) for all interdepartmental competitions
- The Liaison & Documentation Officer will keep a Record of **ALL External Competitions and Events** (Photographs, Xerox Copies of Certificates by participants) to be submitted every month to the Faculty Advisor, **Ms. Mary Vijaya Ratna**, Department of Physics

Liaison Documentation Officer II

- The Liaison & Documentation Officer I will coordinate with Vice President II (**BA [All Groups] & BCom**) for all interdepartmental competitions
- The Liaison & Documentation Officer will keep a Record of Events of Associations in the College (**All Associations - BIO Association, ASA, Home Science Association, BA Fusion, PG Association**) (Photographs, Certificates etc) to be submitted every month to the Faculty Advisor, **Ms. R. Pavani**, Dept Incharge of the Department of Commerce.

Liaison Documentation Officer III

- The Liaison & Documentation Officer I will coordinate with Vice President III **CBZ, BBC, MECSc**) for all interdepartmental competitions
- The Liaison & Documentation Officer will keep a Record of Clubs in the College (**Cultural Club, Talent Club, Quizzing Club, Srishti Club, Theatre Club, Trailblazers Club, Litspell Club, Mindscope Club, Wildlife Club, Green Globe Nature Club, Waste Management Club, Consumer Club, Eco Club**) (Photographs by participants) to be submitted every month to the Faculty Advisor, **Dr. Sudha Dept Incharge** of the Department of English.

Liaison Documentation Officer IV

- The Liaison & Documentation Officer I will coordinate with Vice President II & III (**BBA, HSc, Inter & PG**) for all interdepartmental competitions
- The Liaison & Documentation Officer will keep a Record of Internal Events of the College (**Council Activities & Intermediate Activities**) (Photographs by participants) to be submitted every month to the Faculty Advisor, **Ms. G. Vasundhara** of the Department of Home Science.

Logistics Coordinators:

- They will be coordinate with the President/Vice Presidents/Secretary for events and competitions
- They will check out the availability of the Venue for the events in advance
- They will attend all the Council meetings and note the events happening in each week or fortnight.

Logistics Coordinator I

- The Logistics Coordinator I will coordinate with Vice President I & Liaison Documenter I (**MPCSc, MPC & MStCSc**) for all interdepartmental competitions

Logistics Coordinator II

- The Logistics Coordinator I will coordinate with Vice President II (**BA [All Groups] & BCom**) for all interdepartmental competitions

Logistics Coordinator III

- The Logistics Coordinator I will coordinate with Vice President III **CBZ, BBC, MECSc**) for all interdepartmental competitions

Logistics Coordinator IV

- The Logistics Coordinator I will coordinate with Vice President II & III (**BBA, HSc, Inter & PG**) for all interdepartmental competitions

PG Representative will

- Attend all the Council meetings and stand committed to your election as a PG Representative.
- Keep a documented record of the proceedings at meetings to update your classmates.

- Maintain a record of the issues/concerns/problems raised by your classmates and represent them to the Vice President/President
- Act as a liaison between the students of all the PG Groups and the other academic leaders and the Student Council
- Represent your PG Groups at the Council meetings and Events
- Ensure that your representative group & classmates are properly represented and informed about the decisions taken at Council meetings & participation of your class in as many events as possible.

The Class Representative will

- Attend all the Council meetings and stand committed to your election as a Class Representative.
- Keep a documented record of the proceedings at meetings to update your classmates.
- Maintain a record of the issues/concerns/problems raised by your classmates and represent them to the Vice President/President
- Act as a liaison between the students of the class and the other academic leaders and the Student Council
- Represent your class at the Events
- Represent your class at the Council meetings
- Ensure that your classmates are properly represented and informed about the decisions taken at Council meetings.
- Ensure participation of your class in as many events as possible.

Meetings of the Council:

- The Student Council will meet once in a fortnight preferably on Wednesday (mid week) at 12.30
- All the members of the Student Council must be present unless they have communicated the same to the Faculty Advisors in advance.
- The Council may also meet on a particular day after 4.00 if necessary
- The unscheduled meetings will be as per the need (Inaugural and Valedictory Functions, Fests etc) to work out the logistics for the event.
- Before each meeting the Secretary in consultation with the President must prepare the Agenda which will be recorded by the Secretary and ensured by the Liaison and Documentation Officers.
- After the meeting the Secretary must get the minutes signed by the members who were present in the meeting and names entered in the Minutes book
- Three continued absences of any member will entitle them to step down from their post

THE STUDENT COUNCIL OF ST. JOSEPH'S COLLEGE FOR WOMEN, VIZAG – 2016-17

The Student Council of St. Joseph's College for Women (Autonomous) Visakhapatnam formed ever since the inception of the College in 1958 has evolved into a body which is a platform for leadership and personality development of the young women.

The motto of the Student Council is *“to promote the interests and welfare of the college and to provide social, cultural and educational opportunities for the students of St. Joseph's College for Women through creating and maintaining a forum for the discussion and concerns vital to the students of the College and to represent those concerns to the campus and community”*.

The Student Council comprises Representatives from the Seniors (Final Degree) Juniors (Second Degree) Intermediates and PG students. The Council has five Faculty Advisors who guide and mentor the students in the various activities for tapping the latent talent in them and overall development in the journey of empowering them as responsible young women and global citizens.

The Student Council

- Coordinates with the Principal and Faculty Advisors for the conduct of all events and activities.
- Organizes many events every year starting with the Inaugural Function and closing with the Valedictory Function.
- Conducts a host of Interdepartmental Competitions and Events; Fund Raising programs (as per the need)
- Celebrates National and commemorative days
- Coordinates external competitions and student participation in the same.
- Maintains order and discipline among the students during all activities in the college campus.
- Liaisons with the other Associations and Clubs for a harmonious functioning and conduct of the activities in the College.

The composition of the Student Council for 2016-2017

1. President	Final Year	Akhila Peri	BA EEP
2. Vice President 1	Final Year	Ruchika Sharma	BSc CBZ
3. Vice President 2	Final Year	Meghana	BCom
4. Treasurer	Final Year	Sudha Rohini	MPC
5. Secretary	Second Year	C. Subha Sri	HSc
6. Joint Secretary	Second Year	Mamta Parki	BBA
7. Liaison Documenter 1	Final Year	V. Jayasree	BBC
8. Liaison Documenter 2	Final Year	Swathi Raju	BA EPJ
9. Sports Captain	Final Year	K. Swathi	MPCSc
10. Inter Representative (Sc)	Senior Inter	Susan	BiPC
11. Inter Representative (Arts)	Senior Inter	Soundarya Lahari	MEC
12. PG Representative	Second Year PG	Sonali Sahoo	MA Eng

Faculty Advisors

1. Ms. D A. Ramani Head, Department of Office Management
2. Dr. K. Manikya Kumari Head, Dept of Botany
3. Dr. Bhaskara Sudha Head, Dept of English
4. Ms. Jyothi M Head, Dept of Commerce
5. Ms. Ramya Sri Dept of Home Science

Selection Procedure of the Representatives and Faculty Advisors

- ✓ At the beginning of the academic year, the Principal announces the names of the Five Faculty Advisors to the Student Council for the academic year in the General Staff Meeting.
- ✓ The Heads of Departments nominate students for the posts of President, Vice President, Treasurer, Secretary and Joint Secretary based on their regularity in terms of academics, attendance and overall behavior.
- ✓ The Principal personally interviews the nominated candidates for the post of President and based on a number of factors nominates the President of the Student Council.
- ✓ The Principal along with the Faculty Advisors, after a discussion selects the remaining Office bearers of the Student Council
- ✓ A resolution is adopted for confirming the names of the student representatives.
- ✓ The Decision of the Principal and Faculty Advisors is communicated to the selected Representatives.
- ✓ The Student Council Office Bearers are introduced to the whole college in the Assembly, where they speak for a few minutes reaffirming their active representation in the College activities.
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Profile and responsibilities of the Office Bearers

President:

- The President will conduct fortnightly meetings and whenever need arises and chair the meetings with an agenda.
- She will be overall responsible for the Conduct of the Student Council.
- She will liaise and report to the Coordinator of the Team of Faculty Advisors and to the Principal whenever necessary
- She will perform other duties which may be assigned by the College management/Principal/Faculty Advisors
- She has to strike a harmonious balance among the whole Team of the Student representatives
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Vice President 1

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- The First Vice President shall coordinate the conduct of the activities of the college with more emphasis on the **Science Stream** (
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Vice President 2

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- The Second Vice President shall coordinate the conduct of the activities of the college with more emphasis on the **Arts/BCom/BBA Stream** (
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Treasurer

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- The Treasurer will also create a budget for the organization in consultation with the President and be responsible for all requests of funds and fundraising activities.
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- She will act on behalf of the President or Vice Presidents in meetings in case of their unexpected absence.

Secretary

- The Secretary will be responsible for calling for meetings (scheduled and unscheduled)
- She will inform the members for attendance at the meetings.
- She will coordinate with the President and Vice President on a day to day basis to find out what is necessary to be done
- She along with the Joint Secretary will be responsible for effective conduct of meetings
- She will take notes in detail during meetings for recording them in the minutes
- She will obtain the signatures of the Council (Students and Faculty Advisors) for every meeting.
- She will constantly update the records and maintain constant liaison with the Liaison and Documentation Officers.
- The secretary shall keep a roster of all active members and oversee all publications and publicity relating to the organization
- The Secretary shall record the minutes of all meetings and shall maintain a record of all Council correspondence.

Joint Secretary

- The Joint Secretary will be responsible for calling for meetings (scheduled and unscheduled)
- She will inform the members for attendance at the meetings.
- She will coordinate with the Secretary, President and Vice President on a day to day basis to find out what is necessary to be done
- She along with the Secretary will be responsible for effective conduct of meetings
- She will take notes in detail during meetings for recording them in the minutes
- She will also obtain the signatures of the Council (Students and Faculty Advisors) for every meeting.
- She will constantly update the records and maintain constant liaison with the Liaison and Documentation Officers.

Liaison and Documentation Officers (Science & Arts Streams)

- The Liaison & Documentation Officers will keep a record of all Council activities and be responsible for taking pictures or otherwise documenting all Student Council events.
- They will also prepare monthly reports for the President that indicate the proceedings of the council for the previous month. These records will be kept as a record of activity for the use of future Councils.

Class Representative will

- Attend all the Council meetings and stand committed to your election as a Class Representative.
- Keep a documented record of the proceedings at meetings to update your classmates.
- Maintain a record of the issues/concerns/problems raised by your classmates and represent them to the Vice President/President
- Act as a liaison between the students of the class and the other academic leaders and the Student Council
- Represent your class at the Events & Council meetings
- Ensure that your classmates are properly represented and informed about the decisions taken at Council meetings and ensure participation of your class in as many events as possible.

Meetings of the Council:

- The Student Council will meet once in a fortnight preferably on Wednesday (mid week) at 3.30 after college hours for half an hour
- All the members of the Student Council must be present unless they have communicated the same to the Faculty Advisors in advance.
- The unscheduled meetings will be as per the need (Inaugural and Valedictory Functions, Fests etc) to work out the logistics for the event.
- Before each meeting the Secretary in consultation with the President must prepare the Agenda which will be recorded by the Secretary and ensured by the Liaison and Documentation Officers. After the meeting the Secretary must get the minutes signed by the members who were present in the Minutes book.