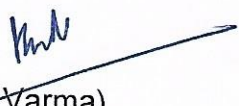


ARMY INSTITUTE OF MANAGEMENT, KOLKATA

SELECTION OF STUDENT COUNCIL : 2021

1. The result of Student Council Selection Result has been uploaded in AIMK Website.
2. SOP for Selection of Student Council which includes the selection process, eligibility, code of conduct and charter of duties of respective council members is attached.
3. The above is for information of all concerned.

Dated : 18 Aug 2021


(MKR Varma)
Col (Retd)
Registrar & Head of Adm

ARMY INSTITUTE OF MANAGEMENT KOLKATA

SOP FOR SELECTION OF STUDENT COUNCIL

Aim/Objective.

1. To provide opportunity to students to foster skills like leadership, communication, organization, public speaking, social and entrepreneur skills and to promote a sense of personal responsibility.
2. A council member can pursue causes which he/she is passionate about, learn from others, resolve problems of student community and thus play an active and constructive role in the management of various student affairs.

Selection Process

3. Student council will be selected on an annual basis through a four step process as follows:-

- (a) Self nomination by aspiring students of senior MBA Batch for different student council appointments as notified by the management.
- (b) A student can give his nomination for more than one post in order of his preference. Vetting and shortlisting of the nomination list by the Student affair committee shall be carried out as per the eligibility criteria. Shortlisted candidates shall be called to present their case on specified date and time.
- (c) Presentation by each shortlisted student to the Student Affairs committee and students.
- (d) Vote of preference by the students for each appointment from amongst the shortlisted nominees.
- (e) Compilation of results will be based on the weighted average as under:-
 - (i) Vote of Preference by students – 30%
 - (ii) Attendance and punctuality – 10 %
 - (iii) Extra curricular – 20%
 - (iv) Participation in online/offline college activities – 30%
 - (v) Presentation by nominees – 10%
- (f) Ratification and declaration of results.

4. Eligibility Criteria for Candidates

- (a) The candidate should have at least 70% attendance in previous semester.
- (b) The candidate should in no event have any academic arrears.
- (c) The candidate shall not have been subject to any disciplinary action/inquiry by the college management or the university authorities.

Code of Conduct for Candidates

- 5. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- 6. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 7. There shall be no appeal to caste or communal feelings for securing vote of preference. Places of worship, within or without the campus shall not be used for election propaganda.
- 8. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda during online voting.
- 9. During the voting period the candidates may hold online meetings, provided that such meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college. Further, such online meeting not be held without the prior written permission of the college authority.
- 10 The online voting link should not be shared with anyone apart from the voters.
- 11 Charter of Duties of Student Council Members – As enclosed

CHARTER OF DUTIES OF STUDENT COUNCIL MEMBERS

1. The principal appointees will be nominated with attendant charter of duties as under :-

S No	Appointment	No of Positions	Charter of Duties /Responsibilities
1.	President	1 boy / girl	<p>Develop agenda pertaining to student affairs, welfare and discipline, preside over student council meetings, supervise functioning of other council members, and represent student body in college/civic/ social events, maintain positive connect with Alumni ex-presidents.</p> <p>Conduct monthly student council meeting</p>
2.	Vice President	1 boy / girl	<p>Coordinate work of various student committees, assist President in discharge of his duties, represent college on behalf of President.</p> <p>Assist Institute Academic Coordinator in coordinating and facilitating conduct of various academic activities.</p> <p>He/she shall also coordinate with member learning resource to facilitate conduct of Guest lectures/seminars/workshops, introduction of guest speakers, vote of thanks.</p> <p>Coordinate industry visits and excursions/picnics / fate</p>
3.	General Secretary	1 boy and 1 girl	<p>Prepare agenda for meetings, take and distribute minutes of meetings, maintain student council files, sign all purchase orders, assist in promotion and placement activities, represent institute on behalf of student body.</p> <p>Assist President in discharge of his duties.</p>
4.	Treasurer	1 boy / girl	<p>Prepare budget for various student activities/events, Fund Raising, maintenance of financial records, prepare fin reports for meetings of student council.</p> <p>Represent student committee in all provisioning/ purchases pertaining to student activities, prepare/sign all purchase orders as student representative.</p> <p>Compile student data and coordinate/ articulate the common issues related to fee/loan of students and assist students in loans & scholarship related issues.</p> <p>Assist President in discharge of his duties.</p>
5.	Member Public Relations, Media & Publicity		<p>Write, edit and submit stories about the council/ college activities to college magazine and local media, organize publicity, maintain calendar of sports and cultural events, liaison with other Institutes for annual fests and coordinate</p>

			<p>with student body for conduct of Intercollege events/competitions.</p> <p>Assist/support President in discharge of his duties.</p>
6.	Member IT & Technology	1 boy & 1 girl	<p>Provide IT support in coordination with IT department/Wardens for various social and cultural events of the Institute.</p> <p>Bring to notice of wardens student related IT issues.</p> <p>Assist IT faculty in updating of Institute website, ensure/ feed inputs for display of important college activities on digital notice board.</p> <p>Assist/support President in discharge of his duties.</p>
7.	Member Learning Resources	1 boy / girl	<p>Communicate the learning needs of students pertaining to learning resources to Librarian.</p> <p>Keep track of various opportunities (e.g. competitions, seminars/webinars etc.) in the field of Business & Management, and work with the management to implement them in the Institute.</p> <p>He/she shall also coordinate with Vice President for facilitating various academic related activities such as Introduction to speakers and Vote of Thanks during Guest lectures/ seminars.</p> <p>Assist Institute Academic coordinator in planning and coordinating various academic activities and time table committee.</p> <p>Assist/support President in discharge of his duties.</p>
8.	Member Sports & Adventure	1 boy & 1 girl	<p>Plan sports calendar of Institute in consultation with other council members, Mobilize student volunteers and organize sports events in College.</p> <p>Maintain liaison with other Institutes and ensure participation of Institute teams in intercollege sports competition.</p> <p>Will also assist the management with organizing and planning itineraries of outstation excursions.</p> <p>Assist/support President in discharge of his duties.</p>
9.	Member Event Management & Cultural Affairs	1 boy & 1 girl	<p>Plan cultural calendar, rally student volunteers and organize various cultural events such as Annual Day, College fest, Foundation day and Independence/Republic Days.</p>

			Ensure participation of Institute team in intercollege cultural events in coordination with other student council members, maintain liaison with other Institutes.
10.	Member Alumni Affairs	1 boy & 1 girl	<p>Maintaining a database of all Institute Alumni. Networking with Alumni.</p> <p>Will work in co-ordination with other council members to plan Alumni Meets & Convocation.</p> <p>Maintain a log of discussion with Alumni.</p> <p>Assist/support President in discharge of his duties.</p>
11.	Member ISR	1 boy & 1 girl	<p>Propose ideas, plan and assist the management in implementing various social responsibility initiatives in the Institute.</p> <p>Also responsible for collaborating with NGOs/Government Organizations and mobilizing students for such initiatives.</p> <p>Assist/support President in discharge of his duties.</p>
12.	Member Mess & Catering	1 boy & 1 girl	<p>Collecting feedback from students regarding the Mess & Cafeteria menu and suggest changes accordingly.</p> <p>Also responsible for maintaining student discipline in the mess and overseeing catering requirements for various events organized the Institute.</p> <p>To assist Wardens in maintenance of Hygiene and sanitization in kitchen, dining area and cafeteria.</p> <p>Attend mess meetings and record minutes of the same.</p> <p>Assist/support President in discharge of his duties.</p>
13.	Member Boys Hostel	1 boy	<p>Assist the Boy warden in maintaining discipline in the Boy's Hostel and ensuring compliance by hostel residents to the Institute's Code of Conduct.</p> <p>Also responsible for suggesting improvements in infrastructure & amenities offered in the Hostel and assisting the management in implementing the same.</p> <p>Co-coordinating with student floor managers to ensure switching off of lights/fans/other electrical appliances, and closing of recreational rooms at the end of the day.</p> <p>Assist/support President in discharge of his duties.</p>
14.	Member Girls Hostel	1 girl	<p>Assist the Girl's Warden in maintaining discipline in the Girl's Hostel and ensure compliance by hostel residents to the Institute's Code of Conduct.</p> <p>Also responsible for suggesting improvements in infrastructure & amenities offered in the Hostel and assisting the</p>

			<p>management in implementing the same.</p> <p>Co-coordinating with student floor in-charges to ensure switching off of lights/fans/other electrical appliances, and closing of recreational rooms at the end of the day.</p> <p>Assist/support President in discharge of his duties.</p>
15.	Member Amenities	1 boy & 1 girl	<p>Working in conjunction with Members – Sports & Cultural Events to ensure that all logistical requirements for events organized by the Institute are met within the decided budget.</p> <p>Working in conjunction with Members – Hostels & Member – Academic Infrastructure and Member - Sports to ensure maintenance and improvement of amenities offered by the institute such as Gyms, Tuck Shop, Thrift shop, Salon etc.</p> <p>Assist/support President in discharge of his duties.</p>
16.	Member Academic Infrastructure	1 boy / girl	<p>Ensure maintenance of academic infrastructure such as Classroom furniture, Smart Classes, IT support in classes etc.</p> <p>Take feedback from students, and assist the management in making improvements.</p>