

# PATNA WOMEN'S COLLEGE

(AUTONOMOUS)  
Patna University

3rd Cycle NAAC Accredited at A Grade with CGPA 3.58/4  
'College with Potential for Excellence' (CPE) status accorded by UGC



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## STUDENT COUNCIL MANUAL

*To lead is to bridge*

*Dedication*

*Dignity*

*Discipline*



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## Vision

Rooted in the life, Mission and teachings of Jesus Christ and inspired by Mother Veronica, the Foundress of the Apostolic Carmel, Patna Women's College strives to become a centre of academic excellence in Higher Education, Social responsibility, and Empowerment of Women.

## Mission Statement

Patna Women's College, the first College for women in Bihar, is committed to the holistic development of women so as to make an effective contribution to the creation of a better society. To this end we strive

- To become a centre of excellence in Higher Education for Women in an atmosphere of autonomy.
- To excel in teaching-learning, research and consultancy.
- To provide education that promotes capacity building and holistic development of a person.
- To offer subjects for competency building and motivate/animate a work force imbued with human values.
- To promote patriotism, communal harmony and cultural integration to maintain a free and peaceful atmosphere in the campus.
- To train the students in creative arts, social service, critical thinking, and leadership in order to make an effective contribution to the creation of a new and value based society.
- To create women leaders and to make them agents of social change.
- To develop skill oriented and value based courses, for the all-round development of individuals.
- To promote academic exchange and academia-industry interface.
- To form young women who are 'always wise' and who will dare to 'go ahead and conquer knowledge' through, competence, commitment, delicate conscience and compassion



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## Core Values

- Faith in God
- Honesty /Moral Uprightness
- Love and Forgiveness towards all
- Social Responsibility/Empowerment of the Marginalized
- Respect for Life and Creation
- Pursuit of Excellence
- Promotion of peace, harmony and brotherhood

We encourage our staff to be imbued with this same 'Vision and Mission' in the service of the glorious task of educating the youth of our time.

We urge parents/guardians, who entrust their children to us, to share our 'Vision and Mission' and to cooperate with us in making our students a powerful force for the transformation of society. Keeping all this in mind, the students are trained in the academic subjects by a group of highly committed teachers.

STUDENT COUNCIL  
Patna Women's College



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## **What is Student Council ?**

Student council is an elected representative body duly elected by students for the students and organizes college activities in collaboration with the administration for them. The idea is to represent the concerns and requirements of the students to the administration. The Student Council is also responsible for monitoring the discipline and decorum of the college in pursuance of its duties and responsibilities which are centered around students.

## **Role of Student Council**

- To act as a channel of communication in between the college management, staff, and students.
- To ensure discipline in the campus so as to create conducive environment for learning and personal growth of students.
- To encourage camaraderie and mutual respect among students.
- To support the college management and staff in the holistic development of the college.
- To represent the interests, concerns, and issues of students in order to help them in seeking the maximum benefits.

However, in no case/situation Student Council shall influence/force/alter the decision-making procedure of the administrative officials /management.





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## ● **The Student Council and the Principal**

- The Principal is the overall incharge of the development of the college and the Student Council assists the Principal in reaching towards this goal of development.
- Since its very inception the Student Council is under the supervision of the Principal and under this supervision the Student Council and all its functioning takes place. It is the responsibility of the Student Council to inform about all the activities and functions organized in the college.

## ● **The Student Council and the Cultural Coordinators**

- The Cultural Coordinators act as guiding light for the Student Council. They monitor and supervise the functioning of the Student Council.
- The Cultural Coordinators along with the Student Council plan the upcoming cultural events and coordinate with the other entities involved in making an event a successful one.
- They instill in the Council Members, the art of crisis management, stress management, and time management.

## ● **The Student Council and the Management**

- The Student Council bridges the gap between the college management and the students.
- For the management, it acts as a helping hand in promotion and percolation of the policies and perks constituted for the students.
- For the students, it acts as an aid to voice their genuine needs, grievances, and ideas suiting the development of the students.
- The Student Council also represents the ethics, functioning and vision of the institution's management outside the college campus.



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## Key Functions of Student Council

In persuasion of concretizing development of the college and welfare of students, the Student Council undertakes the following functions:

- Organize various co-curricular / extra curricular activities for the holistic development of the students. For organizing these activities the Student Council works in close collaboration with the college, management, teachers and students.
- The Student Council, shall regularly interact with college students in order to certain issues or concerns of the students and represents these issues and concerns to the management.
- Considering the magnanimity of the co-curricular / extra curricular activities to be organized by the Student Council, it should encourage participation of as many students as possible.
- It is the responsibility of the Student Council to organize all the activities related to sports and cultural events.
- The orientation programme of the first year students is the responsibility of the Student Council.
- The Student Council may give ideas to the management for the betterment and development of the college.
- The Student Council must ensure proper discipline and decorum inside the college campus or during the activities in which the students are representing the college.
- The Student Council shall organize activities related to placement, career counselling and personality development.



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## Portfolios

- **Premier**
- **General Secretary**
- **Cultural Secretary**
- **Sports Secretary**
- **Environment and Discipline Secretary**

The candidate getting second highest number of votes in each of the five posts mentioned above will become the Vice-Premier, Joint-General Secretary, Joint-Cultural Secretary, Joint Sports Secretary, Joint-Environment and Discipline Secretary. There are two reserved posts for Principal's nominees.

## Membership to College Committees/Cells

### ***Premier***

- Internal Quality Assurance Cell
- Anti-Ragging Cell
- Cultural Committee
- Sports Committee
- Institution Innovation Cell (MVEICC)

### ***Vice - Premier***

- Cultural Committee
- Sports Committee
- Institution Innovation Cell (MVEICC)

### ***General Secretaries***

- 'WE' PWC Gender Cell

### ***Cultural Secretaries***

- Cultural Committee

### ***Sports Secretaries***

- Sports Committee

### ***Environment and Discipline Secretaries***

- SRISHTI Club
- ECO Task Force



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## ● **Student Council Elections**

The Board of Management, or the Principal acting on its behalf, should set a date for the election of representative(s) to the Student Council. All students of 2nd year should be entitled to stand for election to the Student Council.

## ● **Eligibility Criteria**

1. Premier/General Secretary/Environment and Discipline Secretaries:
  - The candidate should be CR/VCR of their respective departments or should have held leadership posts in their schools (10th and 12th).
  - The candidate must have fluency in English and Hindi.
2. Sports Secretary/ Cultural Secretary:
  - Should have participated in Sports and Cultural activities.
  - Certificates in support of sports and cultural participation (college/ university/ district/ national/ international level).





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## ● General Guidelines

General guidelines for candidates for filing nominations:

- Before filing nomination, the candidate must have a No-Objection Certificate (NOC) from their parents as well as a No-Objection Certificate issued by the Head of the concerned Department certifying that she has 75% of attendance and a good moral conduct.
- Candidates must have above 7.5 SGPA (Semester I — Semester II average).
- Candidates must not have failed in course in any semester or given exams as non-collegiate.
- If the candidate has any serious medical issue, she cannot stand for any post.
- For Christian students 75% attendance in Theology is compulsory.
- The management retains the right to disqualify the nomination of any candidate who is found indulging in any anti-college activities and is disobedient, could even ask an elected student council to resign if her conduct is found detrimental to the interests of the college and public order.



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## ● Procedure of Election

- The Principal of Patna Women's College notifies the date of election of the Student Council.
- The Department of Political Science acts as the nodal agency for conducting elections.
- Department of Political Science conducts an orientation programme for the second year Under Graduate students.
- After the Orientation is over, the interested candidates give their names in the Department of Political Science with an NOC issued from their respective Heads.
- Those who submit their names in the Department of Political Science have an interview/counselling.
- Students selected in the interview are eligible to file their nomination the same day along with all the requisite documents. Candidates willing to withdraw their names can do so on the same day. The final list of the candidates standing for election gets displayed on the notice board.
- The candidates are given time to canvass. No negative campaigning is allowed.
- The next day is considered as rest day and no campaigning in any form (online/offline) is allowed. Anyone found canvassing that day can be disqualified.
- All the 2nd year students of BA/B.Sc./Commerce and Vocationals cast their votes on the day of voting.
- Voting takes place by Secret Ballot.
- The counting of votes takes place under the supervision of the Election Commissioner and member of the staff of the college.
- At the time of counting either the candidate or one of her representatives is allowed to be present. Results get declared by the Principal and is displayed on the Notice Board in the Evening. Declaration of result becomes final and conclusive.
- After the announcement of the results the principal appoints two nominees in the student council.



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## **Probationary Period**

After the declaration of results, there shall be a probationary period of 15 to 30 days for the newly elected Student Council members. During this period, the newly elected Student Council shall :

- learn about the functions of the Student Council from the preceding Student Council members.
- have no power till the probationary period is over.
- liable for removal incase of misconduct and inefficiency.

## **Criteria for the removal of a Student Council Member**

After due consideration the principal can remove a member of the Student Council on the grounds of :

- Gross Indiscipline
- Moral Turpitude
- Inefficiency

## **Felicitation Ceremony for the Outgoing Student Council Members**

The outgoing Student Council is felicitated for their year long dedication, contribution, and hard work towards the value addition of the institution.

## **Investiture Ceremony**

On the completion of the probationary period, the newly elected Student Council take oath for their diligent discharge of the duties and their sheer as well as consistent dedication towards the college. The outgoing Council Members light the candles of the newly elected Council Members as a symbolic passing of the duties and responsibilities.



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*M. Rashmi A.C.*

Dr. Sister M. Rashmi A.C.  
Principal  
Patna Women's College

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