CAREER POINT UNIVERSITY

STUDENT COUNCIL GUIDELINES

REGISTRAR
Career Point University
Kota - Rajasthan

National Highway 52, Opp. Alaniya Mata Ji Mandir, Alaniya, Kota, Rajasthan 325003. India

CAREER POINT UNIVERSITY

CONTENTS

1. Purpose
2. Student Council Constitution
   - 2.1 Procedure
   - 2.2 Eligibility
3. The Role of Student Council
   - 3.1 Key Functions
   - 3.2 Office Bearers and Responsibilities
4. Student Council Meetings
   - 4.1 Guidelines
   - 4.2 Sample Format of Minutes of Meetings
5. Reporting and Dissolution of the Council

REGISTRAR
Career Point University
Kota - Rajasthan

1. Purpose

The Student Council (SC) at Career Point University, Kota serves as a communication bridge between the administration and the students. Although all students have the opportunity to communicate directly with administrative officials, the Student Council acts as the primary interactive body facilitating this communication. Additionally, the Council assists in the planning and execution of cultural, sports, social, and educational activities that benefit the student body. It also aims to nurture leadership skills, enhance program planning, and foster volunteerism among students.

2. Student Council Constitution

The Student Council at Career Point University shall include the following members:

President

Vice President

Secretary

Joint Secretary

Sports Secretary

Cultural Secretary

Class Ambassadors (CA) - One Boy and Girl representative from each school/class

Faculty Member:

A senior faculty member will serve as the Coordinator of the Student Council, acting primarily as an advisor to the student members.

2.1 Procedure

All office bearers of the Student Council are nominated based on their demonstrated leadership abilities in the previous academic years. The Class Ambassadors are nominated by the Head of the Department in consultation with the class mentors, while Cultural and Sports representatives are selected by the respective coordinators. Special consideration will be given to maintaining gender balance within the Council.

REGISTRAR
Career Point University
Kota - Rajasthan

2.2 Eligibility

All bona fide students of the university are eligible for nomination.

Nominees must have no academic arrears during the year of nomination.

Candidates should have a clean disciplinary record.

3. The Role of Student Council

The Student Council acts as a facilitator of communication between students and the university administration. Its primary objectives are:

- Promoting a conducive environment for both educational and personal growth.
- Supporting the administration and faculty in institutional development through feedback and suggestions.
- Representing student views on matters of general concern.

Note: The Student Council does not have the authority to influence or alter the decision-making processes of the university administration or management.

3.1 Key Functions

The Student Council works in collaboration with administrative officials to support the university's activities and development. The key functions include:

- Facilitating communication between students, faculty, and administration.
- Ensuring they are easily accessible to the student body.
- Encouraging student involvement in university development activities.

3.2 Office Bearers and Responsibilities

President: The President chairs the meetings of the Student Council and works with the Secretary to prepare meeting agendas. The President may represent the Council in meetings with university officials.

Secretary: The Secretary assists the President in preparing and distributing the agenda and presides over meetings in the President's absence.

Class Ambassador (CA): The CA serves as the primary liaison between their class and the

REGISTRAR
Career Point University
Kota - Rajasthan

Student Council, sharing information and updates with fellow students.

Sports and Cultural Secretaries: These individuals work closely with the university's Sports and Cultural Coordinators to organize and promote sporting and cultural events.

4. Student Council Meetings

The Student Council shall meet twice a year, once during each semester. The attendance of the faculty coordinator is mandatory at these meetings to provide guidance and support for the student members.

4.1 Guidelines

The Student Council meeting must be announced at least two days in advance. A quorum is required, including the presence of the faculty coordinator, President, and Secretary. Meeting minutes should be properly recorded, signed by the President, and stored with the faculty coordinator. At the end of the council's term, minutes should be handed over to the next council's Secretary.

4.2 Sample Format of Minutes of Meetings

The minutes should clearly outline:

Date, Time, and Venue

Attendee List

Specific Invitees from Administration/Management

Agenda Items and Resolutions

Details of the next meeting (if applicable).

5. Reporting and Dissolution

The Student Council members must share meeting reports with the Vice-Chancellor, Registrar, or Dean of Student Welfare once asked for. The Vice-Chancellor holds the authority to dissolve the entire council or any individual member without prior notice in special circumstances; although a one-week notice may be provided to seek explanations.

This version is now tailored for Career Point University, Kota, while retaining the core structure and intent of the original guidelines.

REGISTRAR
Career Point University
Kota - Rajasthan