



**Dr.P.Thirumalvalavan,
Registrar.**

**NI/RG/19/GA/24,
27-11-2023.**

NICHE Students' Council – 2023-2024

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**Kumaracoil – 629 180
27-11-2023**



P. Thirumalvalavan

Registrar



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Deemed to be University under section 3 of the UGC Act, 1956)

Reaccredited by NAAC (Second Cycle) & Approved by UGC, AICTE & RCI, New Delhi
Member – International Association of Universities (IAU) & Association of Indian Universities (AIU)

Kumaracoil-629 180, Thuckalay, Kanyakumari District, Tamil Nadu, India

Website: www.niuniv.com Email: registrar@niuniv.com

POLICY FOR STUDENT COUNCIL

University Campus: Noorul Islam Centre for Higher Education

Dr. J. CHARLES, M.Tech., Ph.D.,
Asso. Professor, Dept. of Software Engg. &
Director, Student Affairs,
Noorul Islam Centre for Higher Education,
Kumaracoil-629 180.

Student Council Policy

1. Introduction

A Student Council is a team of student representatives for curricular or extracurricular activities for students. The purpose of the Student Council is to serve as a channel through which the student community can put forward their opinions and concerns. The Student Council shall continuously work to identify student-related issues and help resolve them, thus building a healthy environment and all round development of the students in the University.

2. Organizational Principles: The Student Council shall:

1. Serve as the main forum of expression of student opinion.
2. Be in continuous touch with the students and administration to act as an interpreter.
3. Guide and check the functioning of the various sub-committees under the Student Council. However, it shall not interfere in day-to-day governance of the clubs and committees, in order to ensure that the free functioning of the committees within the general policy framework defined by the Council is not affected.

3. Objectives of Student Council Cell:

1. To officially represent all the students in the University.
2. To identify and help solve problems encountered by students in the University.
3. To communicate its opinion to the University administration on any matter that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing University activities.

4. Role and Responsibilities of the Student Council:

1. To promote the interest of students among the University administration, staff and parents.
2. To inform students about any subject that concerns them
3. To Identify and help solve problems encountered by students in the University.
4. To consult students on any issue of importance.
5. To organize educational and recreational activities for students.
6. To participate in developing the University's educational projects and to promote the same amongst the students.
7. To organize an activity to recognize the efforts of students in organizing University activities.
8. To propose activities to the University administration that would improve the quality of life in the University.
9. To maintain good relations, out of mutual respect, with the University staff (teaching and non-teaching personnel) and parents.

Student Council also contributes in the academic review process through a mechanism of feedback on curriculum given by class representative (who is a member of student council) to the respective Deans/HoDs. Student suggestions are put up for discussion and review by the Deans/HoDs in the department Board of Studies meeting and thereafter in the academic council.

5. Composition of Student Council:

The Student Council and the various Central Committees constituted in University shall regularly review the activities of their domains and make suggestions to improve their functioning, as and when necessary. Following are the composition of the Student Council:

1. President
2. Vice President
3. Convener (Academics, Mentoring)
4. Convener (Placement)
5. Convener (Cultural)
6. Convener (Discipline)
7. Convener (Physical fitness & CSR)
8. Cultural Secretary
9. Hostel Secretary
10. Mess Secretary
11. Member Secretary

6. Criteria for Selection of University Student Council:

Members of the Student' Council shall consist of meritorious students from each faculty of University. It would be based on their academic background, regular presence in the classroom, student-faculty interaction in the classroom and their interest in the extracurricular activities. The Student Council shall be constituted in the month of September every year.

7. Tenure:

The student representatives on the Student Council shall hold office from 1st September of the ensuing year, for a period of 1 year.

8. Student Coordinators:

10 to 12 active members will be working as a student coordinator under the student council for various activities. These coordinators selected by core team of student council or may be selected by faculty members.

9. Working Guidelines for Student Council:

1. Views of all members of Student Council, faculty and student alike – are to be respected and equal importance is to be given to all views.
2. Dean, Student Welfare would be the External Mentor for guidance to the Student Council
3. The Student Council Cell shall meet at least twice during a semester. The President shall call the meetings of the Student Council.
4. The quorum for Student Council meetings shall be 50% of its total strength. It is expected that all members of the Student Council must present in meeting. It is also advised that such issues are not discussed in the absence of any member of the Student Council
5. A member of the Student Council may invite any person to a meeting with the consent (and on behalf) of the President and in consultation with DSW for a specific agenda item
6. The Student Council shall take decisions by consensus.
7. The minutes of all meetings shall be recorded by the President and circulated to all members of the committee. Structure of the Student Council may be changed if the President deems it necessary, upon discussion with members.

Student representatives participate and contribute in various administrative bodies of Jagannath University like Grievance Redressal Committee, Hostel Committee, Women Development Cell, Mess & Canteen Committee, Sports committee, Student Welfare Committee, Institution Innovation Cell and also various committees which are formed from time to time for organizing events.

10. Role and Responsibilities of the Various Functionaries of Student Council:

10.1 President

- To act as official spokesperson for the council in consultation with the students and the University administration.
- To prepare the agenda of the meeting and circulate the same among all the members before the meeting.
- To chair the meetings as convener of the council.
- To supervise the tasks of the council members.
- To take part in all special committees formed by the council or send a representative to such committees.
- To represent the students on official occasions.

10.2 Vice President

- To assist the President in the performance of various functions
- To officiate as president during his/her absence
- To perform any other function as assigned from time to time.

10.3 Convener (Academics, Mentoring)

- To coordinate activities for inputs in academic issues and suggest those inputs in consultation with the students.
- To document and submit true feedback to the Management timely to incorporate/implement various suggestions from time to time.

10.4 Convener (Placement)

- To coordinate and work with student coordinators of each department to undertake various pre-placement/placement activities.
- To ensure smooth functioning of placement activity under the supervision of faculty coordinators, students coordinators to work with different recruiting organizations as well as fellow students and also interact with alumni placed in various organizations for their expert advice.

10.5 Convener (Cultural)

- To arrange Intra-collegiate events and ensure participation of students in Inter college events. (* As per the sports and cultural policy of the university)
- To ensure smooth and successful organization of various cultural events in coordination with students' coordinators and University Authorities from time to time.

10.6 Convener (Discipline)

- To review the attendance and discipline in the class as well as when the students attend functions and programs in the University and outside the University to make the functions successful.
- To ensure that the students adhere to the disciplinary policies of the University at all times.

10.7 Convener (Physical Fitness & CSR)

- To ensure that students are involved in some kind of physical activity like yoga, aerobics, gym etc. for their physical fitness and lead a healthy life.
- To arrange sports day in the University. (*As per the sports and cultural policy of the university)
- To involve the students in CSR activities like arranging Blood donation camps, helping the affected during natural calamities, Health Check up Camp, various awareness campaign in nearby villages etc.

10.8 Cultural Secretary

- To co-ordinate all cultural activities under this group and shall draw up the program of all cultural activities on the basis of the proposals submitted by respective members in coordination with the Cultural Committee
- To review the progress of cultural events in the light of the proposals made and shall offer suggestions to modify the plan in order to meet the objectives of Student Council from time to time.
- To take all the decision in consultation and consensus of the Cultural Committee

10.9 Hostel Secretary

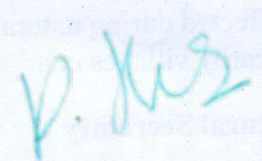
- To undertake and supervise all the functions of the Hostel Committee including discussion on all matters pertaining to hostel affairs, maintenance and development of hostel infrastructure in the University.
- To place the agenda in front of the Student Council.
- To convene the Hostel Committee meetings with a minimum periodicity of at least once a month; any of the members can request for a meeting. Presence of Wardens, Chief Warden and Dean, Student Welfare in the meetings is appreciated. Wing representatives can also be nominated and they shall be answerable to the Hostel Secretary.

10.10 Mess Secretary

- To initiate discussions on all matters pertaining to mess facility in the hostels.
- To review the suggestions/ feedback given by the students along with the Mess Committee and act/implement such suggestions accordingly to improve the quality of food and services provided in the Mess.
- To communicate regarding the requirement of staff and other issues related to Food, Health & Hygiene, to the Student Council of effective and timely action. The minutes of all meetings shall be conveyed to the President for necessary action.

10.11 Member Secretary

The role of member secretary is to coordinate the conduct of various meetings, maintain records and communicate with all concerned.


Dr. P. THIRUMALVALAVAN,
Registrar,
Noorul Islam Center For Higher Education,
Kumaracoil-629 180, Thuckalay,
Kanyakumari District

**Office of the Director Students'
Affairs**
Noorul Islam Centre for Higher Education,
Kumaracoil

Students Affairs Council 2023-24

Nomination Form

Nomination for the Post			
Candidate Name			Passport Size Photo
Current CGPA (6.5 or above)			
Gender			
Domicile State			
SEDG Category	Yes (Provide proof)	No	
Branch & Semester			
UG/PG/PhD			
Register Number			
Mobile Number			
E-Mail ID			
Hostel & Room Number			
Your roles & responsibilities in NICHE- Students clubs/associations/activities.			
Name, address & mobile number of the parents.			

Declaration

I hereby confirm that the information provided above is accurate. I understand that any false statement could result in disqualification of my candidacy. I have carefully reviewed the responsibilities associated with my position and acknowledge that any violation of the guidelines outlined by the SAC could lead to my removal from the role.

Furthermore, I pledge not to engage in any activities, whether directly or indirectly, that would tarnish the reputation of the Institute or harm the interests of the student community. I commit to upholding the standards of student conduct and disciplinary code both in principle and in practice. Should I be found in breach of these principles, I acknowledge that I may forfeit my right to hold the elected position.

In the event that I am selected, I promise to diligently perform the official duties assigned to me. I am committed to attending all meetings convened by the administration and willingly assume responsibility for any advisory role as designated by the Student Council Core.

Signature of the Student

Endorsement by the Faculty Advisor

Name of the Candidate:

Certified that;

UG	The candidate has achieved the desired CGPA (6.5 or above) and has successfully completed credits at the average rate set by the Senate.	
PG/PhD	The candidate has cleared satisfactorily all subjects with a CGPA of _____ out of 10, for which he/she has registered for.	
	Certified that the candidate has received the scholarship amount uninterruptedly (Not applicable for self-supporting candidates)	
UG/PG/PhD	Verified that the candidate belongs to SEDG as per the valid proof.	
	The candidate has a clean record with no past criminal convictions or ongoing legal proceedings.	
	The candidate has not faced any disciplinary actions to date, nor he/she has been involved in any incidents that would necessitate disciplinary action by the institute.	
	The candidate does not have any academic backlogs.	
	The candidate does not have any shortage of attendance in the past years of study at this Institute.	
	The candidate does not have any dues to institute.	
	The candidate is currently a regular student of the institute and resides in the institute hostel.	

Name & Signature of Faculty Advisor/Programme Coordinator with date:

Endorsement by the Warden

Certified that;

The candidate does not have any criminal record in the past or proceedings against him/her	
The candidate has not been subjected to any disciplinary action so far nor involved in any incident which warrants a disciplinary action by the institute.	
The candidate does not have any dues to hostels.	
The candidate is a regular student of the institute and present inmate of the hostel.	

Name & Signature of Warden with date

Enclosures to the Nomination Form:

- Please attach your CV, outlining any outstanding contributions you have made within or outside of the University that have positively impacted student life.
- In your opinion, what defines 'responsible leadership,' and how do you see yourself aligning with this concept as a student leader?
- Provide details of any improvements and innovative activities you intend to introduce, aimed at fostering the comprehensive development of the student community.
- Kindly include your grade sheets/mark list up to the last semester of the previous academic year.
- The candidate must submit a valid ID proof to verify their signatures and names.