

XAVIER UNIVERSITY, PATNA

STUDENT COUNCIL AND CABINET POLICY

1. Introduction

The Student Council at Xavier University, Patna, is a dynamic group of elected and volunteer students who collaborate with an advisor to foster a vibrant campus environment. Operating within the framework of university regulations, the Student Council aims to provide a platform for student expression, leadership development, and active engagement in the university community.

2. Vision

The Student Council envisions enhancing the overall student experience by promoting the well-being and addressing the concerns of the student body. We strive to create innovative programs and initiatives that offer opportunities for growth, interaction, and meaningful engagement with the university administration and faculty.

3. Mission

Our mission is to cultivate well-motivated leaders who are intellectually competent, morally upright, socially committed, and spiritually inspired. We aim to:

- 3.1 Develop mature and responsible student representatives.
- 3.2 Serve as role models and inspire fellow students.
- 3.3 Contribute to the effective governance of the university.

4. Objectives

- 4.1 Enhance communication between students, management, and staff.
- 4.2 Foster an environment conducive to educational and personal development.
- 4.3 Support the university's development initiatives.
- 4.4 Represent student views on matters of general concern.

5. Ethical Code

The Student Council upholds the principles of morality and ethics by:

- 5.1 Adhering to university regulations regarding property and programs.
- 5.2 Demonstrating honesty, truthfulness, and reliability.
- 5.3 Showing courtesy, concern, and respect for others.
- 5.4 Accepting criticism and recommendations graciously.
- 5.5 Exemplifying positive behaviour, poise, and stability.

6. Election Process

- 6.1 Students are evaluated by teachers and mentors based on the 6Cs: Competence, Creativity, Collaboration, Commitment, Compassion, and Conscience.
- 6.2 The top six students (three boys and three girls) from each class are selected to contest in the election, with two reserves.
- 6.3 Separate elections for boys and girls are conducted through a secret ballot.
- 6.4 The Management, in consultation with department heads and mentors, may nominate additional members.
- 6.5 Members serve a one-year term, renewable upon re-election.
- 6.6 The President convenes the council-elect, and any member may resign in writing.
- 6.7 The recall of a member follows the procedures outlined in the By-Laws.
- 6.8 Election of Council Officers
- 6.9 Officers are nominated and elected by the Council at its first meeting.
- 6.10 Elected members are approved by the University Principal/Management.
- 6.11 The Student Cabinet is elected by the Student Council members through a secret ballot.

7. Important Functions

- 7.1 Collaborate closely with the management, teachers, and students.

- 7.2 Regularly consult with students.
- 7.3 Involve as many students as possible in Council activities.
- 7.4 Represent student views to the university management.
- 7.5 Promote good communication within the university.
- 7.6 Support educational development and progress.
- 7.7 Assist with induction and mentoring for new students.
- 7.8 Contribute to the development of university policy.
- 7.9 Assist in sporting and cultural activities.
- 7.10 Organize fund-raising events for charity.
- 7.11 Bridge with Student Councils in other universities.
- 7.12 Organize staff day celebrations and farewell events for graduating students.

8. Activities

8.1 Daily Activities

- 8.1.1 Maintain a conducive learning atmosphere in classrooms.
- 8.1.2 Manage LCD presentations, lights, and fans.
- 8.1.3 Handle unclaimed properties.
- 8.1.4 Communicate information to students.
- 8.1.5 Collect and submit assignments.
- 8.1.6 Maintain law and order in classrooms, labs, and common areas.
- 8.1.7 Report any untoward incidents to the management.
- 8.1.8 Surprise Checking: Cabinet Members and 3rd-year students.
- 8.1.9 Morning Duty: 3rd and 2nd-year students.
- 8.1.10 Reporting Indiscipline Acts: All students.

8.2 Yearly Activities

- 8.2.1 Organize Staff Day, XEST, Inter-institution Youth Festival, Graduation Day, Annual Day, Patron's Day, etc.
- 8.2.2 Assist in all other common activities and ceremonies.
- 8.2.3 Campus Discipline
- 8.2.4 Managing Events and Programs: 1st, 2nd, and 3rd-year Class Representatives.

9. Functions of the Student Council

9.1 Leadership

- 9.1.1 Serve as positive role models.
- 9.1.2 Develop leadership and democratic principles.
- 9.1.3 Work closely with the management, teachers, and students.

9.2 Service

- 9.2.1 Build a caring environment through volunteerism.
- 9.2.2 Create opportunities for service within the university.
- 9.2.3 Support academic and educational development.
- 9.2.4 Promote good communication within the university.

9.3 Voice

- 9.3.1 Provide opportunities for students to express their views.
- 9.3.2 Serve as a link between students and the management.
- 9.3.3 Express students' ideas, concerns, or opinions.

9.4 Engagements

- 9.4.1 Involve as many students as possible in Council activities.
- 9.4.2 Foster a safe and inviting culture for all students.
- 9.4.3 Assist in organizing fund-raising events for charity.
- 9.4.4 Consult regularly with students.
- 9.4.5 Assist in sporting and cultural activities.
- 9.4.6 Help with induction and mentoring for new students.

10. Duties of the Student Council Core Committee (Student Cabinet)

10.1 President

- 10.1.1 Serve as a spokesperson for the student body.
- 10.1.2 Preside over all Student Council meetings.
- 10.1.3 Coordinate the work of the council through other officers and committees.
- 10.1.4 Provide assistance, guidance, and praise when appropriate.
- 10.1.5 Facilitate group discussions by summarizing and clarifying.
- 10.1.6 Write necessary correspondence and reports.
- 10.1.7 Maintain frequent contact with faculty and administrators.
- 10.1.8 Work closely with the Student Council advisor on all plans.

10.2 Vice President

- 10.2.1 Assist the President in carrying out responsibilities.
- 10.2.2 Work closely with the President.
- 10.2.3 Assume the President's responsibilities in their absence.
- 10.2.4 Coordinate the work of committees.
- 10.2.5 Collaborate with the President, Secretary, and Treasurer in organizing events.

10.3 Secretary

- 10.3.1 Prepare and distribute meeting agendas.
- 10.3.2 Take attendance at meetings.
- 10.3.3 Record minutes of all Student Council meetings.
- 10.3.4 Distribute written minutes in a timely manner with the President's assistance.
- 10.3.5 Ensure the administration and faculty receive copies of the minutes.
- 10.3.6 Maintain a file of meeting proceedings.

10.4 Treasurer

- 10.4.1 Keep accurate records of all financial transactions.
- 10.4.2 Track expenditures and update financial records.
- 10.4.3 Work closely with the President and Vice President.
- 10.4.4 Deposit money to the Vice Principal quickly to prevent loss.

10.5 Cultural Secretary

- 10.5.1 Organize and coordinate cultural events, festivals, and activities such as fests, cultural nights, and workshops.
- 10.5.2 Encourage and promote cultural diversity and inclusion within the university community.
- 10.5.3 Work with various cultural clubs and societies to ensure a diverse range of cultural activities.
- 10.5.4 Create and implement publicity strategies to promote cultural events and activities.
- 10.5.5 Collect feedback from students and faculty to improve future cultural events.

10.6 Academic Secretary

- 10.6.1 Assist students with academic-related queries and provide guidance on course selection, study resources, and academic policies.
- 10.6.2 Plan and organize academic events such as seminars, workshops, guest lectures, and symposiums.
- 10.6.3 Work closely with faculty members to ensure the smooth functioning of academic activities.
- 10.6.4 Manage and update academic resources such as libraries, study materials, and online databases.
- 10.6.5 Facilitate mentorship programs to help students with their academic goals and career planning.
- 10.6.6 Ensure the implementation of academic policies and regulations within the university.

10.7 Sports Secretary

- 10.7.1 Organize and coordinate sports events, tournaments, and competitions both within and outside the university.
- 10.7.2 Oversee the maintenance and availability of sports facilities and equipment.
- 10.7.3 Manage and support university sports teams, including scheduling practices and matches.
- 10.7.4 Encourage participation in sports activities and promote a healthy lifestyle among students.
- 10.7.5 Work with various sports clubs and societies to organize events and activities.
- 10.7.6 Ensure adherence to safety regulations and sports ethics during all events.

10.8 Discipline Secretary

- 10.8.1 Enforce university discipline policies and ensure a safe and respectful environment for all students and faculty.
- 10.8.2 Mediate and resolve conflicts between students, ensuring fair and impartial treatment.
- 10.8.3 Monitor adherence to the student code of conduct and address any violations.
- 10.8.4 Initiate and oversee disciplinary actions as per university policies, including hearings and sanctions.

10.8.5 Promote student welfare and well-being by addressing disciplinary issues promptly and effectively.

10.8.6 Conduct training sessions and awareness programs on discipline and ethical behaviour.

11. Privileges of the Student Council

11.1 Increased trust and responsibility.

11.2 Opportunities to grow in confidence and leadership.

11.3 Certificate of recognition.

11.4 Extra attendance based

12. Conclusion

Engaging students as educational decision-makers is a practice that actively teaches young people responsibility for their education by systematically and institutionally involving them in making choices about their learning. The Student Council at Xavier University, Patna, aims to encompass a larger element of student participation in scholastic affairs.

"If your actions inspire others to dream more, learn more, do more and become more, YOU ARE A LEADER!" ~ John Quincy Adams