



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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STANDARD OPERATING PROCEDURE OF THE STUDENT COUNCIL

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I. APPLICATION AND COMMENCEMENT OF THE COUNCIL:

1. This Constitution shall be known as the Constitution of Student Body Association of Sri Muthukumaran Medical College Hospital and Research Institute, 2021.
2. It shall come into force as and when notified by the Chair Person.
3. The council shall be reconstituted every two years from the aforementioned date.
4. Members will be rotated once in two years or when they complete the program and graduate (Under Graduates- 3 months before exams and Post Graduates- 6 months before exam).

II. OBJECTIVES:

1. The Student Council of Sri Muthukumaran Medical College Hospital and Research Institute is established to represent the collective voice of the student body and facilitate communication between students and the administration.
2. This SOP outlines the processes and guidelines for the effective functioning of the Student Council.
3. To promote democratic decision-making at all levels and prioritise educational relevance.
4. To disseminate information of concern to the student body.
5. To monitor all elections and referendums mandated by this Constitution.
6. Respect and embrace differences and similarities both within and outside Sri Muthukumaran Medical College Hospital and Research Institute.



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7. Coordinate and oversee student committees at Sri Muthukumaran Medical College Hospital and Research Institute.
8. Approve and revise bylaws aligned with the Constitution to enhance Student Body Association governance and administration.

III. COMPOSITION OF THE STUDENT COUNCIL:

The Student Council shall comprise of the following members:

- Chairperson
- Committee Co-coordinator
- President – second year post graduate will be eligible for this post.
- Vice President- second year post graduate will be eligible for this post.
- Secretary- second year post graduate will be eligible for this post.
- Treasurer- second year post graduate will be eligible for this post.
- Faculty Advisor (Optional but recommended) - staff members who have been working in Sri Muthukumaran Medical College Hospital and Research Institute for a period of preferably over 5 years.
- Class Representatives (two representatives from each academic year) - who will be members of the Student Council elected from a batch.
- Sports and Cultural committee secretaries must have athletic and cultural experience, should have maintained 80% attendance and should have passed in all internal assessments.
- Student Council shall consist of:
 - One male member and one female member from each batch from Under-Graduate programme who shall be known as batch representative.
- Students will represent various Sub-committees of the student council like:
 - Sports committee
 - Cultural committee
 - Canteen committee



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- Hostel committee
- Tamil mandram
- Library committee
- Grievances committee
- All grievance redressal committees

➤ Functions of student council:

- To be the voice of the students to the administration and vice versa as well.
- To provide students an opportunity to develop leadership by organizing and carrying out college activities and service projects.
- To create an environment where every student can voice out their concern or need
- To provide a platform where the students can showcase their talent without hesitation
- The student council is responsible for organizing co-curricular and extra-curricular events in the college.
- The student council ensures student representation in relevant academic and administrative committees

AMENDMENT I - Due to the change of Dean a new amendment was made and the council was reconstituted.

Sl o	Name	Position Held
1	Dr. Jayanthi R	Chairperson
2	Dr. Saranya Chithra Ch	Committee coordinator
3	Dr. Durairaj P	Faculty Advisor
4	Dr. Muthukumar S	Faculty Advisor
5	Dr. Lionel Rohit Mathew	Faculty Advisor
6	Mr. Ramesh Bharathi	Faculty Member
7	Dr. Sri Varsitha (Postgraduate Obstetrics and Gynaecology)	President
8	Dr. Pavithra U (Postgraduate General Medicine)	Vice President



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9	Dr. Joyce Lovy Sylvia S (Postgraduate Community Medicine)	Secretary
10	Dr. Swasthika .M (Postgraduate Otorhinolaryngology)	Treasurer
11	Mr. Akhil Vargeesh (2019-20)	Student Member
12	Ms. Berlin Mary Joseph (2020-21)	Student Member
12	Ms. Nivethitha (2020-21)	Academic Secretary
13	Mr. Sooraj T (2019-20)	Sports Secretary
14	Ms. Yohitha M (2019-20)	Sports Secretary
15	Mr. Ahamed Suhail N S (2020 21)	Cultural Secretary
16	Ms. Shaga S (2020-21)	Cultural Secretary
17	Mr. Natesh Swarooban V (2019-20)	Hostel Secretary
18	Ms. Arthi V (2019-20)	Hostel Secretary
19	Ms. Vaitheeshwari V (2019-20)	Canteen Secretary
20	Mr. Ashwin (2019-20)	Canteen Secretary
21	K. Krithika (2019-20)	Tamil Mandram Secretary

IV. POWERS AND RESPONSIBILITIES OF CHAIRPERSON, PRESIDENT, VICE PRESIDENT, FINANCIAL COORDINATOR AND SECRETARY:

- **Chairperson:** ChairPerson has the right to dissolve the student council in case the council body's non-functional.
- **Coordinator:** Coordinator will organize the student council meeting and various events that are conducted in the college.
- **President:** Represent the student body in discussions with the college administration. Preside over Student Council meetings. Provide leadership to the Student Council. Responsible for convening the meeting and setting the agenda of the meeting.
- **Vice President:** Support the President in their duties. Assume the role of the President in their absence. Take on specific responsibilities as delegated by the President. The



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Vice President shall have the responsibility to make sure that the resolutions passed by the student council are duly communicated to the relevant parties, student body, relevant committee, any university authority or to any person who shall be relevant from time to time.

- **Secretary:** Maintain accurate records of Student Council meetings. Handle official correspondence and communication on behalf of the Student Council. Prepare and distribute meeting agendas and minutes. Secretary shall be responsible for documenting the workings of the Student Council including but not limited to minutes of the meetings, actions taken by the student council.
- **Treasurer:** Manage the financial affairs of the Student Council. Keep accurate records of income and expenses. Present financial reports during Student Council meetings. Responsible for keeping a check on the financial matters of all the committee and shall have the power to call for financial records of any committee.
- **Class Representatives:** Act as a liaison between the Student Council and their respective academic years. Gather feedback and concerns from classmates. Participate actively in Student Council meetings and initiatives.
- **Rules for setting agenda**
 - a. Agenda can be tabled by any student council member.
 - b. No agenda can be rejected by the student council without being tabled for discussion.
 - c. The agenda needs to be tabled and discussed within two meetings and cannot be delayed further.
 - d. If at least three members of the student council think that any agenda should be discussed on an urgent and priority basis then the chair shall table the same in that very meeting.



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V. APPOINTMENT, POWERS AND FUNCTIONS OF FACULTY ADVISOR

1. There shall be a faculty advisor for the Student Council.
2. The outgoing student council shall recommend three teachers for the position of Committee coordinator and faculty advisor out of which the Chair Person shall choose of whom is agreeable to the newly elected student council.
3. The outgoing student council shall recommend names for the committee within 7 days of the commencement of the academic session.
4. The faculty advisor shall only have supervisory power and functions in the functioning of the student council and instructions/orders/recommendations of the faculty advisor shall not be binding on the Student Council.
5. The faculty advisor can call for records of proceedings including meetings, actions taken and any other document which forms a part of the working of the student council.
6. The faculty advisor may call for a meeting of the Student Council as and when he/she deems fit.

VI. DISQUALIFICATION OF STUDENT COUNCIL MEMBER:

- No student shall be a member of Student Council if a disciplinary action has been taken against them for any of the following:
 - a) Possession or consumption any narcotic drug as defined in The Narcotic Drugs and Psychotropic Substances Act, 1985;
 - b) Possession or consumption of any tobacco product;
 - c) Possession or consumption of any alcohol beverages;
 - d) Any misconduct against any member of this institution;
 - e) Vandalism
 - f) Any act which is punishable under Indian law.
- No member of the student council preferably shall simultaneously be a member of any other committee. If a student is a member of any committee(s) at the time of elections, it shall not act as a disqualification at the offset, but in a scenario where such a candidate



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gets elected, the candidate shall have to rescind either of the two or more memberships of committee(s).

VII. ELECTIONS:

The elections shall be conducted by the outgoing Student Council, by notifying the initiation of the election process to the Student Body Association, not later than 60 days of the commencement of the academic session.

1. PRE- VOTING PROCEDURE:

The following procedure shall be followed for the conduct of elections:

- a) The official email ID of the Student Council shall be used for the email correspondences concerning the election process, except for the purpose of polling.
- b) Notwithstanding anything provided herein, all correspondences concerning the election process shall also be marked as copy to the Returning Officer's (Committee coordinator) official email ID.
- c) For the purpose of polling, the official email id of the student council shall be used.
- d) The outgoing Student Council shall prepare a "List of Voters" as per Annexure I of this Constitution and notify the same to the Student Body Association.
- e) Each member of the Student Body Association shall be eligible to vote for the election of their respective batch representative(s).
- f) The candidate who seeks to file the nomination must declare its intent of doing so to its respective batch, and attach the proof of such declaration with the nomination form.
- g) The Candidates who have filed the nomination must be provided a prescribed period of time to allow them to withdraw their candidature.

2. VOTING PROCEDURE:

Polling booths will be organized and members of the student council will vote for the nominees.



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3. COUNTING OF VOTES:

The following procedure shall be followed for the counting of votes:

- a) The candidate receiving the highest number of votes, as per the first-past-the-post system, shall be declared as an elected member of the Student Council.
- b) In case the counting ends in a tie, the final result of the election shall be determined by the draw of lots.
- c) Upon conclusion of the polling, the Faculty advisor shall immediately prepare the vote count list in accordance with Annexure I and notify the same to the Student Body Association.
- d) The notification of the vote count list shall be deemed as the conclusion of the election process.
- e) The outgoing Student Council shall ensure the conduct of the first meeting of the newly elected Student Council within 48 hours of the conclusion of the election process, for the purpose of deciding the post bearers of the new Student Council.

VIII. GRIEVANCES AND COMPLAINTS:

- a) Any grievance or complaint in relation to the violation of the electoral code of conduct or the election process shall be raised with the Returning Officer, via email, along with the appropriate proof.
- b) Upon receipt of any complaint under the aforementioned sub-clause, the Returning Officer shall adjudicate the complaint in accordance with the principles of natural justice, and shall presume a candidate to be innocent unless prima facie evident otherwise from the proof submitted.
- C) The following scenarios shall warrant direct approach to the Student Council:
 1. Any complaint or grievance against the administration by a committee member or a student.
 2. Any complaint against any committee by any other committee member or a student.
 3. Any grievance for which there is no established forum for its resolution or redressal.



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IX. REMOVAL OF A MEMBER BY STUDENT COUNCIL:

1. Removal by petition: Twenty percent of the members of the Student Body Association who are eligible to vote for the members of the Student Council shall submit the petition form to the Student Council and its faculty Advisor and within 3 working days of receiving the petition convene a meeting and decide upon the charges as mentioned in the petition.
2. Removal by Attendance: A Student Council member is automatically removed after five absences, or, should no notice or excuse be given for them, three absences.
3. Removal by Vote of No Confidence: A Student Council member shall be removed from office upon a vote by 50% of the total strength of the student council and three-fourth of the members present and voting expressing no Confidence in the member.
4. Removal of class representative: If a batch has lost confidence in its student representative, then the batch may submit a petition approved by two third of the batch, to the student council pursuant to this the member shall be removed from the student council with immediate effect.

X. DISSOLUTION OF THE STUDENT COUNCIL BY THE ADMINISTRATION:

If the Chair Person is convinced that the Student Council is not functioning in consonance with the objectives as laid down by this constitution, s/he shall have the power to dissolve the Student Council by giving due notice of 48 working hours and reasons in writing behind such dissolution following which the student council may approach the Vice Chancellor for a resolution.

XI. MEETING AND RESOLUTION:

1. Meetings:



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Regular Meetings: To conduct regular meetings every 4 months once to discuss issues, plan initiatives, and address concerns. Set a consistent schedule for meetings to allow for student participation.

Decision-Making Process: Encourage open and inclusive discussions on decisions affecting the student body. Ensure that decisions are made by consensus whenever possible.

2. **Resolutions:** In the follow up meeting all the members of the council will discuss the previous meeting regarding whether the tasks were completed within the given period of time.

XII. VACANCY:

If a position is vacant in the Student Council, the student council shall ask the faculty advisor from which the vacancy has arisen to conduct an election within seven days from the date of such vacancy.

XIII. COMMUNICATION:

Internal Communication: Utilize various communication channels to keep students informed about Student Council activities and decisions. Foster a sense of unity and collaboration within the student body.

External Communication: Communicate with the college administration to represent student concerns and proposals. Collaborate with other student organizations and committees within the college.

XIV. INITIATIVES AND EVENTS:

Student Welfare Initiatives: Identify and address issues related to student well-being. Propose initiatives to enhance the overall college experience for students.



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Events and Activities: Plan and execute events, cultural activities, and community outreach programs. Collaborate with other student groups to organize joint activities.

XV. RECORDS AND DOCUMENTATION:

Maintain records of all meetings, decisions, and initiatives. Document feedback received from students and actions taken by the Student Council.

XVI. CONFLICT RESOLUTION:

Establish a fair and transparent mechanism for resolving conflicts within the Student Council. Seek mediation or support from the college administration when necessary.

XVII. REVIEW AND EVALUATION:

Periodically review and evaluate the effectiveness of the Student Council's activities. Gather feedback from the student body to inform improvements.

XVIII. AMENDMENT OF SOP:

Allow for amendments to the SOP as needed.



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ANNEXURE I

1. The Outgoing Student Council shall create a list of all boys and girls separately of a batch with their roll no. which shall be known as the “list of voters” (Table 1).

Table 1

Batch of XXXX		List of Voters (Boys)/ (Girls)
S. No	Roll No.	Name

1. The Faculty Advisor shall create a “Vote Count List” (Table 2)

Table 2

Batch of XXXX		Vote Count List (Boys)/(Girls)
Total No of Votes Polled:		
Name	Vote	Elected / Not- Elected
Candidate 1		
Candidate 2		



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ANNEXURE II

Nomination Form

Name –

Roll No. – 20_/B_.LLB./_____

For the post of _____

Signature of the Student





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ANNEXURE III

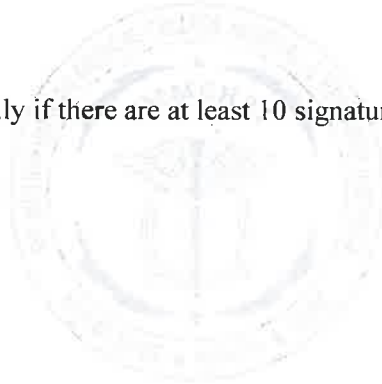
Petition Form

Grievances:

Total Number of Signatories (attach the document Containing the Signatures with this form) in words—

(Note: This form will be valid only if there are at least 10 signatures on this form its


IQAC COORDINATOR




DEAN
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