



## Student Council Policy

**Introduction** : GNIOT recognizes the importance of student involvement in institutional development and student welfare. To facilitate this, the institute has established a Student Council comprising elected representatives who play a crucial role in voicing student concerns, organizing events, and contributing to the overall improvement of the institution.

The GNIOT student Council shall consist of the following namely

1. Chairman/Director
2. Student President, Student Vice-President , Student Treasurer , Class representatives (One Boy and one Girl), Sports representative , Club Representatives
3. Faculty Members: One Faculty member as coordinator of student council identified by Chairman / Director

The Student Council at GNIOT undertakes various activities aimed at institutional development and student welfare, including:

**Representing Student Interests:** The Student Council serves as a platform for students to voice their opinions, concerns, and suggestions regarding academic, administrative, and extracurricular matters. Council members actively engage with faculty, staff, and management to advocate for student interests and initiatives.

**Organizing Events and Activities:** Members of the student council acts as volunteers during foundation day and other majorevents in the Institute.

The Student Council organizes a wide range of events and activities to promote student engagement, cultural diversity, and talent development. These may include cultural festivals, sports tournaments, academic competitions, workshops, seminars, and guest lectures.

**Promoting Student Welfare:** The Student Council works towards enhancing student welfare by addressing issues related to accommodation, transportation, health, safety, and overall well-being. Council members collaborate with relevant authorities to implement policies and initiatives that improve the quality of student life on campus.



**Facilitating Communication:** The Student Council serves as a bridge between students, faculty, staff, and management, facilitating effective communication and collaboration among stakeholders. Council members convey important information, updates, and feedback between the student body and the administration.

**Community Service and Social Responsibility:** The Student Council organizes community service projects and social responsibility initiatives to give back to the local community and promote a sense of civic engagement among students. These activities may include blood donation drives, environmental conservation campaigns, and volunteering at local NGOs or charities.

### **Objective**

This constitution provides the basic framework for management of all student activities. The guiding principles of SAC are :

1. To promote a spirit of brotherhood among all students of the Institute, bridging differences in state origin, academic programme, branch of study, hall of residence, gender and cultural preferences.
2. To promote extra curricular activities – sports, cultural, artistic and technical, among all students of the Institute.
3. To help inculcate leadership, entrepreneurship and innovation among students.
4. To help create a truly multi-cultural environment where students from diverse cultural backgrounds share each other's experiences in a most cordial manner.

### **Proposed CLUBS Under Student Council Activity**

1. HR CLUB
2. MKT CLUB
3. FINANCE CLUB
4. HR CLUB
5. IT CLUB
6. SOCIAL & CULTURAL CLUB
7. PHOTOGRAPHY CLUB
8. SPORTS CLUB

### **Duties of Dean (SW)**

- To serve as Rector of SAC and ensure that all activities are moving smoothly.
- To supervise financial matters as the overall “responsible officer”, inspecting financial records and procedures.
- To guide President and Vice Presidents of SAC on different activities.
- To approve purchases and cash advances as per Institute rules.
- To inspect SAC office and ensure that proper discipline is followed including attendance of staff, maintenance of records and availability of information.



- To ensure transparency of administration and monitor dispersal of SAC information among faculty and students.
- To standardize rules and procedures, produce booklets and web site pages on rules and procedures and to ensure that they are widely distributed.
- To supervise the above activities and ensure that activities are as per SAC calendar.
- To ensure that SAC creates and maintains a truly multicultural environment based on team spirit and mutual respect among all

#### **Duties of President**

- Overall coordination of SAC activities and events.
- To prepare and publish the annual calendar of SAC after obtaining approval of Dean (SW).
- To plan activities and progress of SAC.
- To prepare, obtain approval of Rector and publish the annual budget of SAC.
- To provide expert advice in conducting major events and purchase of goods and services within allocated budget.
- To promote hobbies of the students and encourage students to actively take part in various competitions organized at GNIOT and by outside agencies.
- To interact with the students for overall growth of SAC.
- To run the office of the SAC.
- To represent SAC in various forums of the institute.
- To act as Executive Head of SAC with the power of HOD.
- To supervise election of SAC.
- To organise Institute Day and award of certificates.
- To divide responsibilities among vice presidents

#### **Duties of Vice Presidents**

- Work out annual plan of events and the expenditure incurred thereon.
- To prepare, obtain approval of President and publish the annual calendar of the society.
- To prepare, obtain approval of President and publish the annual budget of the society.
- Encourage the students for participation in the activities of the respective societies and promote the interest of the students.
- Guide and advise the students from time to time.
- Conduct the meeting of the society at least once a month to review the progress of various activities.
  - Take lead role if the society in conducting major events

#### **Duties of Student Convenors of CLUBS**

- To take lead role for planning, coordinating and executing major programmes/events of the concerned society.
- To motivate students for larger benefit of a society.
- To act as a bridge between Vice-president of the society and student community.



**GNIOT**  
GREATER NOIDA INSTITUTE

ग्रेटर नौएडा इंस्टिट्यूट ऑफ टेक्नोलॉजी (एम.बी.ए. इंस्टिट्यूट)  
**GREATER NOIDA INSTITUTE OF TECHNOLOGY (M.B.A. INSTITUTE)**

- To protect the interest of the concerned society.
- To assist in achieving overall goals and objectives of the society

**SCHEDULE OF ACTIVITIES:** THE SAC Activity CALENDAR will be announced after the constitution of committee with in a week

**Financial Year Budget****Annexure 1**

| <b>Description</b>       | <b>Institute<br/>Sanction</b> | <b>Events<br/>Description</b>  | <b>Expected<br/>Expenditure</b> | <b>Surplus/<br/>Deficit</b> | <b>Meanstomanage<br/>Surplus/Deficit</b> |
|--------------------------|-------------------------------|--|---------------------------------|-----------------------------|--|
| SAC Office Expenses      |                               |  |                                 |                             |  |
| MKT CLUB                 |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| HR Club                  |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| FIN Club                 |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| IT Club                  |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| Social&<br>Cultural Club |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| Photogrphay<br>Club      |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| Inter College<br>Fest    |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |
| Orientation              |                               | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |                                 |                             |  |



|                           |  |  |  |  |  |
|---------------------------|--|--|--|--|--|
| Freshers & Farewell Party |  | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |  |  |  |
| Miscellaneous Expenses    |  | Event Supplies,<br>Event Venue, ,<br>Transportation .<br>Printing ,<br>Equipment |  |  |  |
| <b>Total</b>              |  |  |  |  |  |

**Annexure 2 Expenditure Details**

| <b>Sl. No.</b> | <b>Description of the Items</b>  | <b>Expected Expenditure Rs. P.</b> | <b>Mode of Expenditure</b> |
|----------------|--|------------------------------------|----------------------------|
| 1.             | Stationery   |                                    |                            |
| 2.             | Printing Expenditures (Posters, Leaflets, Books, Certificates and Banners) |                                    |                            |
| 3.             | Postal Expenses, Telephone   |                                    |                            |
| 4.             | Material Procurement for conducting events                                 |                                    |                            |
| 5.             | Venue Preparation  |                                    |                            |
| 6.             | Equipment (Light and Sound ,screen)  |                                    |                            |
| 7.             | Refreshment(Snacks, beverages )  |                                    |                            |
| 8.             | Transportation   |                                    |                            |
| 9.             | Guests and Hospitality   |                                    |                            |
| 10.            | Hotel Bills  |                                    |                            |
| 11.            | Remuneration to Judges   |                                    |                            |
| 12.            | Fees of Outside Guests   |                                    |                            |
| 13.            | Conveyance of Guests   |                                    |                            |
| 14.            | Mementos and Gifts   |                                    |                            |
| 15.            | Prizes   |                                    |                            |



**GNIOT**  
MBA INSTITUTE

ग्रेटर नोएडा इंस्टिट्यूट ऑफ टेक्नोलॉजी (एम.बी.ए. इंस्टिट्यूट)  
**GREATER NOIDA INSTITUTE OF TECHNOLOGY (M.B.A. INSTITUTE)**

### **Notice for Formation of Student Council**

Dear Students,

We are pleased to announce the formation of the Student Council at GNIOT MBA INSTITUTE. The Student Council will serve as a representative body for students and will play a crucial role in voicing student concerns, organizing events, and contributing to the overall development of the institution.

We believe that student involvement is essential for the success and growth of our institution, and the Student Council will provide an excellent platform for students to actively participate in shaping the college experience for themselves and their peers.

We invite interested and enthusiastic students to nominate themselves for positions on the Student Council. Positions available include:

Student President

Student Vice President

Student Secretary

Student Treasurer

Student Members :Class representatives , Club representatives , Sport Representative

To nominate yourself for a position on the Student Council, please submit your name, program/course, contact information, and a brief statement outlining your qualifications and reasons for seeking the position to Dean Academics by 3.12.23

Elections for the Student Council will be held on 12.3.23, and all students are encouraged to participate in the voting process to elect their representatives.

We encourage students from all programs, years of study, and backgrounds to consider running for a position on the Student Council. This is an excellent opportunity to make a positive impact on campus life and contribute to the betterment of our institution.

For more information about the formation of the Student Council and the nomination process, please contact to Dean office.

Thank you for your interest and participation.

Sincerely,

Dean OSW