



# MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI-623 806, RAMANATHAPURAM DIST.  
Approved by AICTE, COA, New Delhi, DGS Mumbai, Affiliated to Anna University,  
An ISO 9001:2015 Institution, Sponsored by Mohamed Sathak Trust, Chennai - 06.



( Recognized under section 2(f) & 12B of UGC, NewDelhi )



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# STUDENT COUNCIL



Sathak Nagar, East Coast Road, Kilakarai - 623806.  
Ramanathapuram - District. Tamilnadu.



**MOHAMED SATHAK  
ENGINEERING COLLEGE**

KILAKARAI-623 806, RAMANATHAPURAM DIST.

Approved by AICTE, New Delhi, 2005. Affiliated to Anna University,  
Autonomous Institution, Sponsored by Mohamed Sathak Trust, Chennai.



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## STUDENT COUNCIL GUIDELINES

(With Effect from 01.11.2023)

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PRINCIPAL



Dr.V.NIRMAL KANNAN,M.E.,Ph.D.,  
PRINCIPAL  
MOHAMED SATHAK ENGINEERING COLLEGE  
KILAKARAI-623806.



Sathak Nagar, East Coast Road, Kilakarai - 6238  
Ramanathapuram - District, Tamilnadu.





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## 1. Purpose

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

## 2. Student Council Constitution

The Institution Students' Council shall consist of 14 members, which includes:

1. Convener of Student Council (Principal)
2. Coordinator of Student Council (Faculty in Dean / HOD / Equivalent Level)
3. Faculty Co-ordinator for Students' Chapters, Physical Education, Training & Placement and Cultural (4 Faculty Members)
4. Students Representatives ( 8 Student Members)

### 2.1 Faculty Members:

Head of Students Affairs shall act as coordinator of the Students' Council, and the Faculty Co-ordinators shall primarily acts as the advisor of the student members in the Student Council for respective activities. Principal of this institution shall nominate the Faculty members of this council.

### 2.2 Student Members:

Faculty Co-ordinators of this Students Council shall nominate TWO Student Members for respective activities. This nomination is purely based on the merit of their leadership activities exhibited during the previous years. For Example, Cultural activities representatives and Sports activity representatives are nominated by Cultural Coordinator and Sports Coordinator of the institution respectively. Appropriate gender balance in the Council shall be given priority.

### 2.3 Eligibility for Student Members

- All the bonafide students on the rolls of the institution are eligible to be nominated.
- Candidate should not have any academic arrears in the year of nomination
- The candidate shall not have been subjected to any disciplinary action by the Institute authorities

## 3. The Role of Student Council

The fundamental role of Student Council is the facilitator of sharing information between



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administrative officials and the students. The set of objectives for the council shall be:

- To promote an environment conducive to educational and personal development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern

However, in no case/situation Student Council shall not and cannot influence / force / alter the decision making procedure of the administrative officials/ Management.

### 3.1 Key functions

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students. The key functions are:

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

### 3.2 Office bearers and Responsibilities

The Principal is responsible for presiding over meetings of the Council. The Principal, with the Head-Student Affairs, prepares the agenda for each meeting on the advice of the faculty coordinators in the council. The Principal may also be designated to represent the Council at meetings with administrative officials /management.

Head of Student Affairs shall prepare the agenda for each meeting under the guidance of the Principal. Agenda shall be circulated to all the members of the Council at the start of the meeting. In the absence of Principal, Head of Student Affairs shall preside the council meeting.

Student Representatives of Students' Chapters, Physical Education, Training & Placement and Cultural shall share the information about the events of the institution to the students. They work with the Coordinator respectively, in the planning and development of the various events of the institution.

The tenure of the Student members in the Student Council is one year, whereas the faculty members are subjected to change on the reasons of resignation/termination/ or any decision taken by the Management in the best interest of the Student Council of the institution.



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## 4. Student Council Meetings

The Student Council shall meet at least once in a year. It is mandatory for the faculty coordinators to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council.

### 4.1 Guidelines

The Student Council meeting shall be intimated at least two days in advance to the members of the council. The Student Council meeting cannot be convened if the Principal, Head of Student Affairs and faculty coordinators are absent. The Minutes of the meeting shall be recorded and should be made available getting signature from the Principal.

## 5. Reporting and Dissolution

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Management.

The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Principal, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Principal of the Institution.



PRINCIPAL

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Date: 01.11.2023

**STUDENT COUNCIL for the Academic Year 2023-24**

This is to inform that **STUDENT COUNCIL** for the **Academic Year 2023-24** is constituted with the following members. Enthusiastic students with the interest in playing leadership roles are nominated as members of this council and they will take part in academic and administrative roles in college level events. Student members of this council will play their role under the guidance and supervision of the faculty members in all aspects.

S.No.	Members	Role
1	Dr. V.NIRMAL KANNAN, Principal	Convener – Student Council
2	Dr. S. Boobalan, Prof/EEE	Coordinator – Student Council
3	Dr. T. Sheik Yousuf, Prof/EEE	Training & Placement Coordinator
4	Dr. M. Vijayaraj, HOD/CSE & IETI Coordinator	Students Chapters Coordinator
5	Mr. V. Suresh Kumar, Physical Education Director	Sports Coordinator
6	Mrs. S. Rasina Begum, ASP/CSE	Cultural Coordinator
7	Mr. DHINESHA, Second Year MCA	Student Representative for Sports
8	Mr. Yugeswaran, Second Year B.E. EEE	Student Representative for Sports
9	Mr. Vasanth L, Final Year B.E. EEE	Student Representative for Placement
10	Mr. KHALIFA SATHAKKATHULLAH Final Year B.E. AERO	Student Representative for Placement
11	Mr. M. Karuppasamy, Final Year B.E. Civil	Student Representative for Student Chapters
12	Mr. MOHAMED AAMIR M, Final Year B.E. Civil	Student Representative for Student Chapters
13	Mrs. Yazhilini, Final Year, B.E. CSE	Student Representative for Cultural
14	Ms RIJA HUMAIRA S, Final Year, B.E. CSE	Student Representative for Cultural



**PRINCIPAL**  
Dr. V. NIRMAL KANNAN, M.E., Ph.D.,



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for AEC-6021 2016 Institution, Sponsored by Mohamed Sathak Trust, Chennai - 06.



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## STUDENT COUNCIL

Date: 04.11.2023

### MINUTES OF THE MEETING

Date: 04.08.23

Time :02.30 PM to 03.30 PM

Venue : Mech Seminar Hall

Nature of Meeting: Students Council Meeting

Members Present:

S.No.	Members	Role
1	Dr. V.NIRMAL KANNAN Principal	Convener – Student Council
2	Dr. S. BOOBALAN Prof/EEE	Coordinator – Student Council
3	Dr. T. SHEIK YOUSUF, Prof/EEE	Training & Placement Coordinator
4	Dr. M. VIJAYARAJ, HOD/CSE& IEI Coordinator	Students Chapters Coordinator
5	Mr. V. Suresh Kumar, Physical Education Director	Sports Coordinator
6	Mrs. S. Rasina Begum, ASP/CSE	Cultural Coordinator
7	Mr.DHINESH A Second Year MCA	Student Representative for Sports
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12	Mr. MOHAMED AAMIR M Final Year B.E. Civil	Student Representative for Student Chapters
13	Mrs. Yazhilini Final Year, B.E. CSE	Student Representative for Cultural
14	Ms RIJA HUMAIRA S Final Year, B.E. CSE	Student Representative for Cultural



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**Minutes:**

- Meeting of newly formed Student Council for the Academic Year 2023-24 conducted at Mechanical Seminar Hall on 04.08.2023.
- Principal convened the meeting. Newly formed students council was accepted and approved.
- Principal insisted that the student members in the student council should actively involved by giving valuable and constructive suggestions.
- It is decided to organize Sports and Cultural events in regular intervals by following the government guidelines.
- It is decided to organize students exchange programmes within our Mohamed Sathak Group of Institutions.
- Student members assured that they will extend their fullest cooperation in all aspects.



A handwritten signature in green ink, appearing to read "Dr. V. Nirmal Kannan".

PRINCIPAL

**Dr.V.NIRMAL KANNAN,M.E.,Ph.D.,  
PRINCIPAL  
MOHAMED SATHAK ENGINEERING COLLEGE  
KILAKARAI-623806.**