

CHAPTER - 34

Student Affairs Council (SAC)

- 1.0 Shri Mata Vaishno Devi University will henceforth be denoted by SMVDU or the University in this Constitution.
- 2.0 The University is fully residential in character and all the students have to live in the hostels or need to be attached to a hostel (in case exemption from compulsory hostel living is accorded by the Competent authority in exceptional circumstances). As the Hostels have been classified generally on the basis of gender and sometimes UG/PG, the concept of “House” got evolved in the past so as to have even distribution of activities among students when classified by the “Houses” which is not possible by their being classified by the Hostel of residence alone. Thus, it is considered worthy to have representatives from both channels, i.e. “Hostels” and “Houses”.
- 3.0 The highest level of students’ body will be ‘**Students Affairs Council**’ (SAC) and shall have its constituent Boards and Inter-hostel Committees as follows:
 1. Board for Hostel Management (BHM)
 2. Board for Sports Activities (BSA)
 3. Board for Cultural Activities (BCA)
 4. Board for Students Welfare (BSW)
 5. Board for Students Publications (BSP)
 6. Board for Professional Activities (BPA)
 7. Inter-hostel Disciplinary Committee
 8. Inter-hostel Network Affairs Committee
 9. Inter-hostel Finance and Audit Committee
 10. Any other Board/Inter-hostel committee, as approved by the SAC.
- 3.1 SAC will be chaired by the VC whereas the Boards will be chaired by the concerned president. In absence of Chairman as described here, the Dean of Students, concerned Board’s Vice President, respectively, will chair the concerned Bodies.
- 3.2 From the point of view of Students’ Organization (SAC and its constituent Boards), the University will be considered to have the following “Hostels” and “Houses”

Hostels:

1. Nilgiri
2. Vindhyachal
3. Trikuta-Kailash (Combined)
4. Shivalik
5. Vaishnavi

6. New Hostels as and when constructed and become (fully/largely) operationalized.

Houses:

1. Jal
2. Vayu
3. Agani
4. Akash
5. Prithvi
6. New House as and when constituted by the SAC

The existing students are residents of one of the above mentioned Hostels and already belong to one of the above Houses to which they were allotted at the time of admission. The new students will be allotted to these House by systematic random sampling process applied to the entire set of new students after arranging their entry numbers in computer generated standard sequence in alphabetic order or any other suitable method approved by the SAC.

For various Committees and the Boards constituted after the first round of Elections at ‘Hostel’ or ‘House’ level, the representatives from these two channels will be represented in well defined manner as indicated in this Constitution subsequently under various Sections.

4.0 Structure of Students’ Bodies and Election Process

4.1 At Hostel Level

Each Hostel will have the following Committees

1. Hostel Mess Committee
2. Hostel Sports Committee
3. Hostel Cultural Committee
4. Hostel Maintenance Committee
5. Hostel Welfare Committee
6. Hostel Publication Committee
7. Hostel Reading Room Committee
8. Hostel Network Affairs Committee
9. Hostel Disciplinary Committee
10. Hostel Finance and Audit Committee
11. Any other, as approved by the SAC

4.1.1 Hostel Affairs Committee (HAC)

The HAC will be the supreme body for the management of all hostel affairs and will implement the decisions executable at its level and submit its recommendations to concerned Board and/or

SAC wherever needed. HAC will consists of secretaries of each of the committees as stated in section 4.1 and two (02) HAC representative elected by that hostel resident student of SMVDU and two (02) SAC representative elected by that hostel resident student of SMVDU.

2.1.2 Each of the Committees at the Hostel level as mentioned in Section 4.1 will have five (05) students' representatives elected by all the resident students of SMVDU in each hostel. The Five (5) elected members shall elect their Secretary who will be a Member of the Hostel Affairs Committee (HAC).

2.1.3 The Secretaries of all the above mentioned hostel level Committees and the directly elected 4 members (2HAC+2SAC) shall elect the Secretary of HAC.

2.1.4 All Secretaries of various Committees, other than HAC, at the Hostel level will constitute corresponding Boards as mentioned in Section 3.0.

2.1.5 Two First Year Students in each Hostel (where ever applicable) to be co-opted in the Hostel Affairs Committee of the Hostels.

4.1.6 Nomination of one first year student for each Hostel (where ever applicable) Student Affairs Council within one month of the last date of Admissions in the Fall Semester.

4.2 At House Level:

4.2.1 House Sports Committee (HSC)

Each House will elect nine (09) representatives for HSC, who will subsequently elect the House Sports Secretary.

4.2.2 House Cultural Committee (HCC)

Each House will elect nine (09) representatives for HCC, who will subsequently elect the House Sports Secretary.

In case of tie among two or more contestants, the method of toss shall be adopted in all the elections in the Hostels, Houses, Boards, SAC etc.

5.1 Election Timing

- The entire election process shall be completed in February/March every year.

- Notification shall be issued by the Dean of Students (or his office), in consultation with the Hon'ble Vice Chancellor, at least 10 days before the last date of filing the nomination.
- The whole process of elections, i.e. nominations, withdrawals, elections at all stages etc shall be completed within 10 days from the last date of nominations at the First Stage of the elections.
- All the Boards shall be formed within 7 days after the declaration of the results of the First Stage of the students' elections in the Hostels.
- The process of election of the General Secretary of the SAC will be completed within 2 or 3 days after the formation of all the Boards. The SAC shall be announced soon after the election of its General Secretary.

5.2 Disciplinary Procedure

The Disciplinary Committee as mentioned in Sec 3.0 will take necessary action in all cases related to the breach of discipline. In cases of serious indiscipline, the matters will be referred to the University's Disciplinary Committee.

5.3 Meetings and Meeting Procedure:

All committees, Boards, and SAC will have formal meetings at least once in each regular semester with due written notice adequately in advance(at least 2 days).

5.4 Constitution Amendment Procedure:

Minor Changes in the constitution will be done by the SAC whereas the Major Changes will be done by the AC/AAC, and approved by the EC.

6.0 Role and Composition of SAC

The role of the Council (SAC) is to involve the students of the University in the matters considered relevant to their holistic personality growth and professional development through various activities, not related to their academic programs. The SAC is intended to provide a policy making platform for the students with the support of University faculty and authorities. The composition of SAC will be as follows:

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|---|-------|---------------|
| (a) Vice Chancellor | | Chairman |
| (b) Dean of Students | | Vice Chairman |
| (c) Registrar | | |
| (d) Associate Deans of Students | | |
| (e) President of each Board (viz. BHM, BSA, BCA, BSW, BSP, and BPA) | | |
| (f) All Wardens and Associate Wardens | | |
| (g) General Secretary, SAC | | |

- (h) Secretaries of all Hostel Affairs Committees (HAC) from each hostel
- (i) SAC Representatives (2 from each hostel)
- (j) General Secretaries of various Boards
- (k) General Secretary, Inter-hostel Disciplinary Committee
- (l) General Secretary, Inter-hostel Network Affairs Committee
- (m) General Secretary, Inter-hostel Finance and Audit Committee
- (n) Assistant Registrar (Students Affairs) / S.A. Section I/C Member Secretary

7.0 Emergency Committee of Student Affairs Council

The Student Affairs Council shall have an Emergency Committee for attending to urgent issues pertaining to residence of students in particular the disciplinary aspects comprising of the following members;

(A). Permanent Members:

1. Dean of Students
2. Associate Dean of Students (Male Faculty Member)
3. Associate Dean of Students (Female Faculty Member)
4. General Secretary, SAC
5. General Secretary, BHM
6. General Secretary, Inter Hostel Disciplinary Committee

(B). Invitee (as per the matter under discussion):

1. General Secretary / Secretaries of concerned Boards
2. HAC Secretary / Secretaries of concerned Hostel(s)
3. Director(s) of concerned School(s)
4. Warden(s) of concerned Hostel(s)

Recommended by the Executive Council in its 22nd Meeting held 21st Nov 2014 and approved by the Chairman, Shri Mata Vaishno Devi Shrine Board, on behalf of Board and notified vide Notification no: SMVDU/A&R/EC/15/1707, dated :- 20th January 2015.

CHAPTER- 35

Constituent Boards of Student Affairs Council (SAC)

1.0 Role and Composition of various Board

There shall be Boards and Inter-hostel committees as mentioned in chapter 32 of the statute and shall be called Constituent Boards and Inter-hostel Committees of SAC. All the student members of each Board and inter-hostel Committee shall elect their Secretary and shall be called as General Secretary of respective Board and Committee.

1.1 Board for Hostel Management (BHM)

Board for Hostel Management (BHM) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the overall management of the hostels. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the University. The Board shall be having its own sub-committees and cells as considered desirable from time to time. The composition of the Board shall be as follows:

- (a) Dean of Students - President/Chairman
- (b) Associate Dean(s) of Students
- (c) All Wardens and Associate Wardens
- (d) General Secretary, BHM**
- (e) HAC Secretary of each hostel
- (f) Mess Secretary of each hostel
- (g) Maintenance Secretary of each hostel
- (h) General Secretary, Inter-hostel Disciplinary Committee
- (i) General Secretary, Inter-hostel Network Affairs Committee
- (j) General Secretary, Inter-hostel Finance and Audit Committee
- (k) Assistant Registrar (Student Affairs) / S.A. Section I/C - Member Secretary

1.2 Board for Sports Activities (BSA)

Board for Sports Activities (BSA) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the sports activities of the University. It shall ensure that adequate facilities are given to the students for games and sports. BSA will provide a forum to the students to discuss and formulate policies, budget etc and organization of sports activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the university. The Board shall be having its own sub-committees and cells as considered desirable from time to time. The Activity/Club coordinator will be elected by the respective Houses. All

Activity/Club coordinators from all the Houses will elect Activity/Club Secretary. The composition of the Board shall be as follows:

- (a) President, BSA (faculty member nominated by the Vice Chancellor) - Chairman
- (b) Vice President (faculty member nominated by the Vice Chancellor)
- (c) Faculty Coordinator for each Game/Sport
- (d) **General Secretary, BSA**
- (e) Sport Secretary of each hostel
- (f) Sports Secretary of each of the 5 'Houses' (Jal, Vayu, Agni, Aakash and Prithvi)
- (g) Captain of each Game/Sport
- (h) Sports Officer - Member Secretary

1.3 Board for Cultural Activities (BCA)

Board for Cultural Activities (BCA) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the cultural activities of the University. It shall ensure that a congenial and encouraging environment is provided to the students for grooming and nurturing their talent by organizing various cultural activities through different activity clubs. The Board shall provide a forum for the students to discuss and formulate policies, budget etc and organization of cultural activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the universities. The Board shall be having its own sub committees and cells as considered desirable from time to time. The Activity/Club coordinator will be elected by the respective Houses. All Activity/Club coordinators from all the Houses will elect Activity/Club Secretary. The composition of the Board shall be as follows:

- (a) President, BCA (faculty member nominated by the Vice Chancellor) - Chairman
- (b) Vice President (faculty member nominated by the Vice Chancellor)
- (c) Vice President each of Activity/Club (drama, music, debate, fine arts, dance etc.)
- (d) Cultural Secretary of each of the 5 'Houses' (Jal, Vayu, Agni, Aakash and Prithvi)
- (e) Cultural Secretary of each hostel
- (f) Activity/Club Secretary
- (g) **General Secretary, BCA** - Member Secretary

1.4 Board for Student Welfare (BSW)

Board for Student Welfare (BSW) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the students' welfare. The Board shall provide a forum for the students to discuss and formulate policies related to the students' welfare activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the

universities. The Board shall be having its own sub committees and cells as considered desirable from time to time. The Board may also recommend temporary financial support (very short term loan) to the needy students. The composition of the Board shall be as follows:

- (a) President, BSW (faculty member nominated by the Vice Chancellor) - Chairman
- (b) Vice President (faculty member nominated by the Vice Chancellor)
- (c) Chief Counselor of the University/equivalent
- (d) Associate Dean(s) of Students
- (e) Two Wardens (one each from boys hostels and girls hostels)
- (f) Welfare Secretary of each hostel
- (g) **General Secretary, BSW** - Member Secretary

1.5 Board for Student Publications (BSP)

Board for Student Publication (BSP) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the Board. The BPS shall provide a forum among the students for cultivating literary talent and highlight the matter of professional interest within and for SMVDU community. The Board shall disseminate information so as to develop well informed, articulate and participant community life and increase the social awareness of the community through responsible and constructive journalistic practice. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the universities. The Board shall be having its own sub committees and cells as considered desirable from time to time. The composition of the Board shall be as follows:

- (a) President, BSP (faculty member nominated by the Vice Chancellor) - Chairman
- (b) Vice President (faculty member nominated by the Vice Chancellor)
- (c) One faculty from each (Academic) School
- (d) BSP representative from each School
- (e) BSP Secretary of each hostel
- (f) Reading Room Secretary of each hostel
- (g) **General Secretary, BSP** - Member Secretary

1.6 Board for Professional Activities (BPA)

Board for Professional Activities (BPA) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the professional and co-curricular activities of the students. This Board will provide a forum to the students to discuss and formulate policies, budget etc and organization of professional and co-curricular activities in the University such as Technical Festival, Management Festival, Literature Festival, Philosophy Day, National Science Day, National Engineers' Day, Automobile/robotics making and display etc. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time

to time by the SAC and the authorities of the University. The Board shall be having its own sub-committees and cells as considered desirable from time to time. The composition of the Board shall be as follows:

- (a) President, BPA (faculty member nominated by the Vice Chancellor) - Chairman
- (b) Vice President (faculty member nominated by the Vice Chancellor)
- (c) One faculty from each (Academic) School
- (d) One UG student from each (Academic) School from I/II year
- (e) One UG student from each (Academic) School from III/IV& V(if applicable) year
- (f) 4 PG students (one each from MBA, M.Sc./M.A., M.Tech. and Ph.D.)
- (g) **General Secretary, BPA** - Member Secretary

1.7 Inter-hostel Disciplinary Committee (IDC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Disciplinary Committee of each hostel
- (c) **General Secretary, IDC** - Member Secretary

1.8 Inter-hostel Network Affairs Committee (INAC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Network Affairs Committee each hostel
- (c) **General Secretary, INAC** - Member Secretary

1.9 Inter-hostel Finance and Audit Committee (IFAC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Finance and Audit Committee each hostel
- (c) **General Secretary, IFAC** - Member Secretary

2.0 The General Secretary of any Board or Inter-hostel committees may be removed, if two-third of his electorate votes for his removal in a vote of no confidence. A vote of no confidence shall be considered if at least one-third of the concerned electorate petition in writing to the President of the Board to do so. A vote of no-confidence against anyone post can be moved only once a year.

3.0 All the Boards shall submit their recommendations to the Dean of Student for approval by the competent authority of the University.

4.0 Quorum

Fifty percent (50%) of the members of SAC, different Boards, and Committees will constitute the quorum of the respective body.

Recommended by the Executive Council in its 22nd Meeting held 21st Nov 2014 and approved by the Chairman, Shri Mata Vaishno Devi Shrine Board, on behalf of Board and notified vide Notification no: SMVDU/A&R/EC/15/1707, dated :- 20th January 2015.