

APPROVAL NOTE

Standard Operating Procedures (SOPs) for MIT-IMPACT Student Council

Introduction:

Aligned with MIT Art, Design and Technology University's commitment to fostering innovation and empowering students with an entrepreneurial spirit, the **MIT-IMPACT (Inspiring Minds, Promoting Achievement, Cultivating Togetherness)** Student Council actively contributes to the university's dynamic ecosystem. At MIT-ADT University, we pride ourselves on nurturing a culture that encourages innovative ideas and facilitates the establishment of startups by instilling an entrepreneurial mindset in our students. Our academic core revolves around a distinctive fusion of Art, Design, and Technology. The MIT-IMPACT Student Council actively contributes to this ethos, ensuring the continual growth and success of our students within the university's vibrant and forward-thinking community.

Objectives:

The MIT-IMPACT (Inspiring Minds, Promoting Achievement, Cultivating Togetherness) Student Council is driven by a set of objectives meticulously crafted to align with MIT-ADT University's vision and mission. Each objective is geared towards fostering an enriching and inclusive student experience, harmonizing with the core principles of inspiring minds, promoting achievement, and cultivating togetherness:

a. Represent and advocate for the interests of all students:

The Council commits to being a robust and vocal representative body, ensuring that the diverse interests and concerns of all students are heard and addressed. By acting as a liaison between the student community, faculty, and administration, the Council strives to create an environment where every voice is valued.

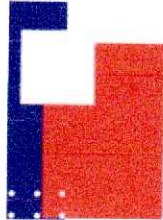
b. Enhance student engagement through various activities and initiatives:

In line with the university's ethos of inspiring minds, the Council endeavours to enhance student engagement by organizing a spectrum of activities and initiatives. These may include academic, cultural, and recreational events that not only stimulate intellectual curiosity but also contribute to the holistic development of students.

c. Promote a conducive and inclusive campus environment:

A key objective of the Council is to actively promote and nurture a campus environment that is not only conducive to learning but is also inclusive and welcoming to all. This involves advocating for policies and initiatives that foster diversity, equity, and inclusion within the university community.





d. *Contribute to the planning and development activities of the students:*

The Council plays a pivotal role in contributing to the planning and development activities that directly impact students. By actively participating in discussions and collaborating with relevant stakeholders, the Council ensures that the student perspective is integral to decision making processes related to academic programs, facilities, and overall campus development.

e. *Foster a sense of community and togetherness among students:*

Rooted in the principle of cultivating togetherness, the Council actively works towards fostering a strong sense of community among students. This involves organizing events and initiatives that encourage interaction, collaboration, and a spirit of unity, creating a supportive network within the university.

In pursuit of these objectives, the MIT-IMPACT Student Council strives to be a dynamic force that not only addresses the immediate needs of the student body but also contributes to the overarching goals of MIT-ADT University in inspiring minds, promoting achievement, and cultivating togetherness.

Structure of the Council:

Section 1: Executive Committee

The Council shall be led by an Executive Committee under the guidance of Vice-Chancellor and Director-Student Affairs comprising the following positions:

- a. **President**
- b. **Vice President**
- c. **University General Secretary**
- d. **Joint Secretary**
- e. **Treasurer**

Section 2: Functional Secretaries

The Council shall include the following Functional Secretaries responsible for specific domains:

- f. **Cultural Secretary**
- g. **Sports Secretary**
- h. **Editorial Secretary**
- i. **Magazine Secretary**
- j. **NCC (National Cadet Corps) Secretary**
- k. **NSS (National Service Scheme) Secretary**
- l. **Wellbeing Secretary**
- m. **Technology Cluster Secretary**
- n. **Design Cluster Secretary**
- o. **Arts Cluster Secretary**
- p. **Media & Outreach Secretary**

Section 3: Executive Members

- q. **Executive Members** - Individuals who, while not holding specific positions, actively contribute to the functioning and objectives of the Council.



Schedule of Meetings:

a. Meetings to be held once a month:

Regular Council meetings shall convene once a month to discuss ongoing activities, address concerns, and strategize for upcoming initiatives. Additional meetings may be scheduled if deemed necessary by the Executive Committee.

b. Day and time unanimously decided by council members:

The specific day and time for monthly meetings shall be determined through collaborative decision-making among Council members. Flexibility will be exercised to accommodate diverse schedules and preferences.

c. Kick-off meetings at the beginning of the academic year:

At the commencement of each academic year, the Council shall conduct kick-off meetings to establish goals, articulate expectations, and set the agenda for the upcoming year. These meetings will serve as a foundation for cohesive teamwork and effective planning.

d. Brainstorming sessions scheduled periodically:

To stimulate creative thinking and innovation, periodic brainstorming sessions shall be scheduled. These sessions will provide a platform for Council members to contribute and explore new ideas, ensuring a dynamic and forward-thinking approach to the Council's activities.

Responsibilities of Each Member:

Responsibilities for each Council member have been detailed according to their designated roles as outlined in the Standard Operating Procedures (SOPs). These SOPs will provide comprehensive guidelines and expectations for each position, ensuring clarity and accountability. These role and responsibilities include the following but not limited to:

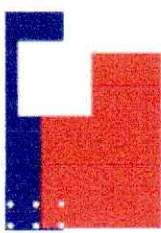
1. President:

- i. Provide visionary leadership to the Student Council, setting strategic goals and direction under the guidance of senior management of the university.
- ii. Represent the student body in discussions with the administration, faculty, and external stakeholders.
- iii. Chair meetings, ensuring an efficient and inclusive decision-making process.
- iv. Oversee the overall coordination of council activities and initiatives.
- v. Collaborate with other council members to ensure cohesive functioning.

2. Vice President:

- i. Support the President in their duties and assume leadership in their absence.
- ii. Oversee specific projects or committees as assigned, ensuring their successful completion.
- iii. Facilitate communication and coordination among different council members.
- iv. Assist in strategic planning and decision-making processes.
- v. Act as a liaison between the President and other council members.





3. University General Secretary:

- i. Manage official correspondence, emails, and other communication channels.
- ii. Record, transcribe, and maintain accurate minutes of all council meetings.
- iii. Facilitate effective communication within the council and with external parties.
- iv. Coordinate with other secretaries to ensure documentation consistency.
- v. Handle official documentation and maintain a systematic filing system.

4. Joint Secretary:

- i. Assist the University General Secretary in their duties.
- ii. Oversee specific administrative tasks as assigned by the President.
- iii. Support the documentation process and maintain organizational records.
- iv. Act as a backup for the University General Secretary in their absence.
- v. Ensure the proper archiving and retrieval of essential documents.

5. Treasurer:

- i. Develop and present an annual budget, detailing expected income and expenses.
- ii. Manage the financial affairs of the Student Council, ensuring financial prudence.
- iii. Record all financial transactions, maintain ledgers, and reconcile accounts regularly.
- iv. Liaise with the administration for financial approvals and disbursements. e.
Provide financial reports during council meetings and audits.

6. Cultural Secretary:

- i. Plan, organize, and execute cultural events, ensuring diversity and inclusivity.
- ii. Collaborate with external groups for joint cultural initiatives and exchange programs.
- iii. Promote and celebrate the cultural richness of the student community.
- iv. Foster an environment that appreciates and respects various cultural backgrounds.
- v. Coordinate with the Media & Outreach Secretary for effective promotion.

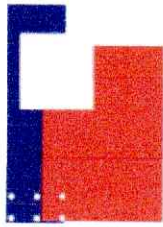
7. Sports Secretary:

- i. Plan and execute sports events, tournaments, and recreational activities.
- ii. Promote physical fitness, health, and well-being among students.
- iii. Collaborate with sports clubs and organizations to enhance sports culture.
- iv. Ensure proper coordination with external entities for sports-related initiatives.
- v. Encourage participation and sportsmanship within the student body.

8. Magazine Secretary:

- i. Lead the production of the student magazine, ensuring it's engaging and reflects student interests.
- ii. Coordinate with writers and designers to create high-quality articles and visuals.
- iii. Keep the magazine on schedule for timely release.
- iv. Work with the Media & Outreach Secretary to promote and expand the magazine's reach.





9. Editorial Secretary:

- i. Oversee the editing process, ensuring submissions are polished and well-written.
- ii. Lead a team of editors to maintain high editorial standards.
- iii. Curate content that represents the diverse student body.
- iv. Provide feedback to contributors to encourage creativity and improvement.

10. NCC (National Cadet Corps) Secretary:

- i. Coordinate NCC-related activities, fostering discipline and leadership.
- ii. Liaise with NCC authorities for necessary support and guidance.
- iii. Organize training sessions, camps, and events for NCC members.
- iv. Promote a sense of duty and national service among NCC participants.
- v. Facilitate collaboration with other NCC units and organizations.

11. NSS (National Service Scheme) Secretary:

- i. Plan, execute, and supervise NSS activities and community service projects.
- ii. Engage students in social responsibility initiatives, encouraging volunteerism.
- iii. Coordinate with NSS authorities for guidance and program implementation.
- iv. Monitor and evaluate the impact of NSS initiatives on the community.
- v. Collaborate with the Media & Outreach Secretary for effective promotion.

12. Wellbeing Secretary

- i. Develop and implement campaigns to raise awareness about mental health issues within the student community.
- ii. Advocate for destigmatizing mental health challenges and promoting a culture of understanding.
- iii. Organize workshops, seminars, and awareness events to educate students on mental health topics.
- iv. Plan and organize events focused on stress reduction, relaxation, and mental well-being.
- v. Coordinate mental health awareness campaigns during critical academic periods.
- vi. Introduce mindfulness sessions, yoga classes, and other wellness activities to promote mental health.
- vii. Tailor support programs to address the unique mental health needs of different student groups.

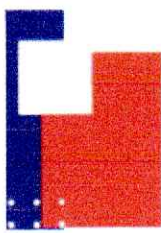
13. Technology Cluster Secretary:

- i. Represent Technology Cluster students for their ideas and initiatives
- ii. Oversee the technological aspects of Student Council operations.
- iii. Maintain and update the council's website, ensuring user-friendly navigation.
- iv. Provide technical support for events, ensuring smooth technology integration.
- v. Collaborate with other secretaries for effective use of technology in their domains.
- vi. Explore and recommend innovative tech solutions for council activities.

14. Design Cluster Secretary:

- i. Represent Design Cluster students for their ideas and initiatives
- ii. Create visually appealing materials for events, promotions, and communications.





- iii. Develop a cohesive visual identity for the Student Council.
- iv. Work on graphic design and branding, ensuring consistency across platforms.
- v. Collaborate with other secretaries for cohesive design elements.
- vi. Ensure a visually engaging representation of council initiatives.

15. Arts Cluster Secretary:

- i. Represent Arts & Humanities Cluster students for their ideas and initiatives.
- ii. Promote, organize, and oversee art-related activities and events.
- iii. Support and showcase artistic talents within the student community.
- iv. Collaborate with art clubs, organizations, and academic departments.
- v. Foster a culture that appreciates and encourages artistic expression.
- vi. Coordinate with the Media & Outreach Secretary for effective promotion.

16. Media & Outreach Secretary:

- i. Manage social media accounts and other communication channels effectively.
- ii. Promote Student Council events, initiatives, and achievements.
- iii. Coordinate press releases, media coverage, and interviews.
- iv. Collaborate with other secretaries for cohesive promotion strategies.
- v. Maintain a positive and engaging online presence for the Student Council.

17. Executive Members:

- i. Assist in the planning and execution of various council activities.
- ii. Represent student concerns and opinions during discussions.
- iii. Collaborate with other members based on specific responsibilities assigned.
- iv. Provide support to secretaries in their respective domains.
- v. Actively participate in decision-making processes.
- vi. Regularly monitor the progress of council activities and initiatives.

These detailed roles and responsibilities aim to provide a comprehensive framework for the MIT-IMPACT Student Council, ensuring that each member understands their specific duties and contributes effectively to the overall success of the council. All responsibilities will be subject to ongoing coordination, communication, and evaluation to maintain a dynamic and responsive student governance structure.

General Working Rules:

a. Open and respectful communication among council members:

Council members are expected to engage in open and respectful communication, fostering an environment of collaboration and mutual respect. Diverse opinions and perspectives will be valued, contributing to the Council's overall effectiveness.

b. Adherence to the designated meeting schedule:

Members shall adhere to the established meeting schedule, recognizing the importance of regular gatherings for effective communication, decision-making, and coordination. Any deviations from the schedule will be communicated in advance.



c. Collaboration with administration, faculty, and students:

The Council shall actively collaborate with the administration, faculty, and student body to ensure a holistic approach to its initiatives. Engaging with these stakeholders will facilitate a comprehensive understanding of student needs and contribute to successful outcomes.

d. Timely submission of reports and updates:

Members are responsible for the timely submission of relevant reports and updates as required by their roles. This practice is essential for transparency, accountability, and efficient decision making within the Council.

e. Upholding the values and objectives of MIT-IMPACT:

Every Council member is expected to uphold the values and objectives of MIT-IMPACT in all their actions and decisions. This commitment ensures the Council's alignment with the university's mission and contributes to the positive impact it seeks to achieve within the student community.

Elections & Procedure:

At MIT-ADT University, the MIT-IMPACT Student Council plays a crucial role in representing student voices on governance and operational committees. Student Council Representatives serve as ambassadors for the university and are expected to uphold the university's integrity. This election process is designed to ensure a fair, transparent, and orderly selection of student leaders who will contribute to the vibrancy of the university community.

Step 1: Presiding Officer Recruitment

- a. Identification of a Presiding Officer to oversee the entire election process.
- b. Applications open for one week, allowing interested council students and senior faculty members to express their interest.
- c. Shortlisted candidates undergo a brief interview with the Office of Student Affairs - Director.
- d. The most suitable senior faculty member is appointed as the Presiding Officer.

Step 2: Presiding Officer Appointment

- a. The appointed Presiding Officer manages the election process, starting by opening nominations one week before Nomination Day.
- b. All candidates must meet specified criteria.

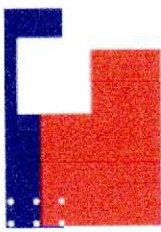
Step 3: Shortlisting Candidates

- a. For offices with more than four nominated candidates, the Presiding Officer, in collaboration with the Director, shortlists the top candidates within three days after the nomination period.
- b. Nominees not shortlisted are notified within 24 hours of the decision.

Step 4: Notifying Nominees

- a. All nominees are formally notified of their nomination and respective positions





- via email within three days of the closing of nominations.
- b. The Presiding Officer invites nominees to a briefing within two days of sending the notification.

Step 5: Briefing Nominees

- a. The Presiding Officer introduces themselves and outlines their duties during the election process.
- b. Nominees are introduced to the Director, and their roles during and after the election process are explained.
- c. A two-week (14-day) campaigning period is declared at the end of the briefing.

Step 6: Nominees Campaign Period/Process

- a. Nominees have 14 days to campaign, adhering to university guidelines.
- b. Nominees inform the Presiding Officer of all intended campaign media
- c. Campaign materials are vetted by the Director before use.
- d. Nominees present their manifesto to the student population during the 14-day campaign.
- e. Respectful and factual campaigns are expected, with the right to a free and fair campaign.

Step 7: Casting Votes

- a. The Presiding Officer ensures election facilities are in place for a 48-hour voting periods for all registered students.
- b. Oversight during the voting period ensures a free and fair process.
- c. Any identified irregularities are reported to the Director for action.

Step 8: Counting of Ballots

- a. The Presiding Officer and Director verify electronic votes. For physical voting, each nominee appoints an observer.
- b. Winners are declared publicly and via email to the entire student body, nominees, Director, and the Office of Student Affairs.

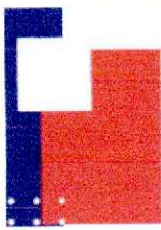
Step 9: Appealing Results

- a. Nominees have 12 hours to appeal results with plausible reasons via email to the Director and the Office of Student Affairs.

Step 10: Inauguration Ceremony

- a. Two days after declaring elected members (except in the case of an appeal), the Presiding Officer organizes an inauguration & oath-swearing ceremony.



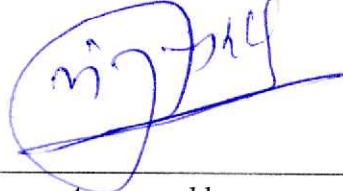




Student Council Expectations:

- a. All Representatives are University Ambassadors, upholding appropriate behaviour within and outside the University.
- b. Involvement in core activities is mandatory, including community outreach, town hall meetings, and representation at university events.
- c. The President collaborates with the Director of Student Affairs to address student issues and attend meetings when possible.
- d. Planned meetings with Club Representatives, hosting entertainment activities, and assisting in flagship events are expected.
- e. The Council must assist in the planning of University Flagship events like Persona Fest, Vishwanath Sports Meet, Republic Day, Independence Day, Engineer's Day, Hackathons, Science festival, National Innovation Day, SPECTRA - The Cultural Odyssey of Dance, Music & Performances, etc.
- f. Fundraising activities must be organized for viability and sustainability.
- g. Members must maintain an SGPA of 7.0 and uphold high academic, moral, and ethical standards.

Submitted for approval.

		
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