



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref. No-DYPDS/ 642(2)

Date-26/11/2018

Student Council

Standard Operating Procedures

1. Introduction

The Student Council at D Y Patil Dental School serves as the representative body for students, acting as a bridge between the student community and the college administration. This document outlines the structure, roles, responsibilities, and functioning of the Student Council, ensuring that it operates effectively and in alignment with the institution's goals.

2. Objectives:

- To represent the interests and concerns of the student body to the college administration.
- To promote a sense of community and foster a positive academic and social environment.
- To organize events, activities, and initiatives that enhance student experience.
- To provide a platform for students to develop leadership, communication, and organizational skills.
- To encourage student participation in college governance and decision-making processes.

3. Structure and Scope of the Student Council

The Student Council will consist of elected and appointed members, representing different years, programs, and groups within the college. The council structure includes:



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- **Dean:** Leads the council, represents the student body, and liaises with the college administration.
- **One Teacher nominated by Dean who heads the Student's Council:** Heads the council and ensures smooth functioning of the same.
 - Chairs council meetings and oversees council activities.
 - Coordinates with committee heads to ensure the smooth functioning of council activities.
- **Program officer of NSS member:** Manages all NSS activities
- **Director Sports/Physical education instructor member -**Manages all aspects of council and students' activities related to sports including planning, execution, and budgeting.
- **Officer in charge of Cultural activities -** Manages all aspects of council and students' activities related to cultural programmes throughout the year including planning, execution and budgeting.
- Oversee specific areas of student life and work with them to organize cultural related activities.
- **Batch Representatives (UG and PG):** Toppers of each batch who represent the views and concerns of their respective batches.
- **Activity Coordinators (Sports, NSS, NCC, Cultural activities and Research):** Responsible for planning and executing student events and activities along with the staff Members in charge.



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- **Secretary Student:**

- Records minutes of meetings and maintains council documentation.
- Handles communication between the council and the student body.

4. Appointments

- **Eligibility:** All full-time students in good academic standing are eligible for council positions.
- **Nomination Process:** Candidates are nominated and selected by Dean and Council head based on their academic, attendance and discipline record.
- **Term of Office:** Selected and appointed members will serve a term of one academic year, with the possibility of re-selection for one additional term.

5. Meetings

- The Student Council will hold regular meetings, twice a year or more if required to discuss ongoing issues, plan activities, and review progress.
- Emergency meetings may be called by the Dean or Council Head or a majority of council members when necessary.

6. Code of Conduct

- All council members are expected to uphold the values of integrity, respect and professionalism in their roles.

Dean

D Y Patil Dental School