

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE: WARANGAL

OFFICE OF DEAN, STUDENT AFFAIRS

CIRCULAR

NO.40/DS/KITS/2015

Date: 09-07-2015

All the HODS are requested to send the consolidated list of class representatives indicating their name, class, Roll No, Mobile No, e mail id; in the form of hard and soft copies from each section of UG, PG and Research scholars to nominate the office bearers of students council for the academic year 2015-16 to the under signed on or before 20-07-2015.

OBJECTIVE:

To make the students to participate in the development of the institute and develop their career, personality and organizational skills through interactive programs with the faculty, administration and society.

COMPOSITION OF THE STUDENT COUNCIL:

- 1) One student from each section of I/IV B.Tech
- 2) One student from each branch / section of II/IV B.Tech
- 3) One student from each branch/ section of III/IV B.Tech
- 4) One student from each branch/ section of IV/IV B.Tech
- 5) One M.Tech student from each Engg. Department
- 6) One student from MBA Course
- 7) One student from research scholars of recognized research center
- 8) Five students are to be nominated by the principal representing various sections of student community such as foreign students, girl students etc.,
- 9) General Secretaries of various clubs.

OFFICE BEARERS OF STUDENTS COUNCIL

COMPOSITION	INCHARGE
CHAIRMAN	PRINCIPAL
STAFF ADVISOR	DEAN, STUDENTS AFFAIRS
PRESIDENT (ONE)	FINAL YEAR B.Tech student from the council members
VICE PRESIDENT (TWO)	FINAL YEAR B.Tech students from the council members
GENERAL SECRETARY (ONE)	THIRD YEAR B.Tech student from the council members
JOINT SECRETARY (THREE)	1) One from second year B.Tech student from the council members 2) One from First year B.Tech student from the council members

	3) One from principal nominated members from the council members
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SELECTION OF STUDENTS FOR COUNCIL:

- 1) The class representatives of various branches will be the Members of students council
- 2) General Secretaries (B. Tech Final year students only) of various clubs are to be nominated by the Faculty Advisors of the club concerned.
- 3) All the student council members will elect the office bearers of student council from among them.
- 4) After the office bearer elections, the student's council is constituted by the order of the principal on the recommendations of the Dean Students affairs.
- 5) Dean Student's affairs decision is final in this regard.

DUTIES AND RESPONSIBILITIES OF THE COUNCIL:

- 1) Prevention of ragging in the campus through counseling senior students, helping the administration whenever necessary.
- 2) Helping the administration in smooth conduct of student activities on the campus.
- 3) Smooth conduction of Annual sports day, Graduation day, Cultural fest (SANSKRITI) etc.,
- 4) Suggesting the administration to improve the student amenities to improve their career and personality building.
- 5) Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars/symposia/Workshops etc.,
- 6) Encouraging innovative and creative skills of the under graduate and post graduate students.
- 7) Organize the programs in the campus to improve the cleanliness and greenery in the campus.
- 8) Any activity to improve the knowledge and skills of the campus students.
- 9) Conduct expert lectures from eminent persons in the society for personality development, career development, and Skill development and broaden their vision.
- 10) Maintenance of the peace and harmony among campus community in general and student community in particular.
- 11) For various student events at the institute level, President of the student council along with General Secretary of the respective club will share the dais.
- 12) All the council members are required to co-operate with Dean Students affairs for the smooth functioning of the programs.

TO ALL HODS

Dean, Student Affairs

Dr. K. SRIDHAR

Professor of Mechanical Engg.

- Copy to:**
- 1) Secretary & Correspondent
 - 2) Treasurer
 - 3) Principal
 - 4) Deans
 - 5) Faculty Advisors of various clubs
 - 6) Chairman, Web Team
 - 7) All Notice Boards