



SKYLINE UNIVERSITY COLLEGE



**STUDENT SERVICES DEPARTMENT
(SSD)**

**SUC STUDENT COUNCIL MANUAL (SSC)
AY 2023-24**

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I. Introduction

SUC Student Council (SSC) is a student representative body, elected by the students of the university in order to conduct the business of student council in the best interest of the students within the university policy and procedure framework. SSC is involved in managing and coordinating with the Student Services department to execute academic and non-academic activities that promote student welfare and satisfaction of the student body and strive for their overall development during their learning journey. The purpose of the SSC is to foster a positive student culture and promote the general interest and welfare of students.

II. Objectives

1. To execute the functioning of SSC in a fair and democratic manner as per SSC manual.
2. To serve the student body in enhancing their welfare.
3. To promote an environment conducive to educational and personal development of students.
4. To promote affinity towards the university, and foster professional culture and mutual respect among student fraternity.
5. Create a sense of ownership of the university and its activities amongst the student population
6. To represent the student body and communicate the views of the students on matters of general concern that enhances knowledge, skills and competencies to the management of SUC.
7. To table students' views on academic program needs and other facilities that are relevant, have currency in the market and enables them to find placements in the job market.
8. To promote interaction with student councils of other universities.
9. To promote student business ideas and to create awareness on campus about student-owned businesses, once reviewed by the Board.
10. To assist in organizing and promoting student clubs' and committee' activities in collaboration with the Student Services Department (SSD).
11. To participate in curricular and co-curricular competitions and showcase their talents.
12. To organize events that enhances the values, ethics; and network with peers, alumni and industry to become valuable citizens of the larger community.



III. Key Functions

1. To uphold the student body position in high esteem and execute the roles and responsibilities as specified in the manual of the student council, and upkeep the dignity of the position.
2. To call for agenda from student body members and communicate the date of meetings well in advance.
3. To conduct meetings of the student body as per the protocols on the pre-defined calendar dates, record the minutes of the meeting in a structured manner, communicate the proceedings/decisions and report to the student body and the student support service in charge.
4. Planning activities, preparing budgets and seeking approval of budgets and activities for the academic year.
5. Communicate with the management on matters relating to students' views, concerns, suggestions and recommendations.
6. Promoting formal communications within the university to keep the student body informed of activities through Student Council notice boards, emails, SUC social media platforms, SUC website, producing regular campus newsletters or any other means of communication that is easily accessible to students.
7. Supporting the academic, socio-cultural development of students that fosters the development of overall personality and preparedness to meet the societal needs.
8. Participating in the IE committees and contribute towards improving the services rendered to students for their benefit.
9. Assisting in the induction and/or mentoring process for freshman students
10. Assisting the university clubs and committees and enabling clubs to execute as per the established calendar for the academic year.
11. Promote the culture of a competitive environment by facilitating student participation in external and internal competitions.

IV. Student Council Body

A. Formation of Student Council body

The student council body is formed through secret ballot election. In case of students not coming forward for submission of candidature, another notification will be sent and if no one comes forward, nomination of office bearers will be based on merit or selection by the SCAC.

The student body will be oriented on the process and procedure of forming the student council and the process of election, criteria for election, eligibility for different positions and the decorum to be maintained while conducting campaigns.



B. Orientations on Student Council Purpose & Process of Election

- i. Orientation on formation of student council
- ii. Orientation on electoral purpose
- iii. Orientation on electoral process
- iv. Orientation on the role and responsibility of the student council
- v. Orientation on campaign focus
 - a. Campaigns must focus on the welfare of students, development of activities, and participation and contribution to achieve SUC mission and vision.
 - b. Campaigns can be done through meetings, speeches, posters and any other acceptable means of communications approved by the electoral committee.

The student council body comprises of the elected office bearers and other elected members of the committees, class & hostel representatives and any other approved members nominated by the VC.

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Council Treasurer
- v. Public Relations Officer
- vi. President and Vice President of all active clubs and committees in the university – including class representatives from all batches.
- vii. International students representatives (if applicable)
- viii. Hostel students representatives (if applicable)

V. Process of Student Council Advisory formation

- i. **Formation of the electoral committee**
 - a. 3 members should make up the committee- Events Coordinator, active student (nominated by SSD) & full time faculty (nominated by VC).
 - b. Tenure for 1 academic year

VI. Functions of Student Council Advisory Committee

- i. Meeting to define the process of student council formation
- ii. Decide dates of submissions of applications, finalizing list of applicants, election dates and result publication
- iii. Guiding student council in executing their functions
- iv. Resolve disputes amongst student council and various student bodies.
- v. Responsible for maintaining discipline and order amongst office bearers
- vi. Receiving appeals from students, faculty members and other stakeholders on functioning of office bearers



- vii. Investigating cases against members of student council, by the Disciplinary Committee (DAC)
- viii. After the findings of the DAC, SCAC shall issue a letter of warning to student council members or expel/impeach them from the student council office (in a written format)

VII. Criteria for Student Council formation

To be a part of the student council member, one has to be an elected member for the respective position based on secret ballot.

To participate in the elections, the following criteria must be followed;

- i. Be an active student of SUC, having at least 1 academic year before graduation, and registered for the current semester.
- ii. Minimum CGPA of 2.5 (undergraduate student) & 3.0 (graduate student). In case upon election student does not qualify for the CGPA requirement; they will be on probation for a semester until they are able to attain it.
- iii. Should have a clean record in academics, discipline matters and high standard of conduct without any legal issues.

A. Requirements for each designation:

- i. President: Senior level (priority) and Junior students
- ii. Vice President: Junior Level and above
- iii. General Secretary: Sophomore and above
- iv. Council Treasurer: Sophomore and above
- v. Public Relations Officer: Sophomore and above

To be elected for the student council the following procedures must be followed;

- i. Candidates intending to contest for each of the post must submit the application
- ii. The candidate must fulfill the eligibility criteria and submit a formal application expressing his/her intent in prescribed form request
- iii. Submit all documents establishing his/her registration for the semester and academic standing within stipulated electoral deadlines.
- iv. All applications will be scrutinized for the eligibility, and only eligible candidates are declared to be in the race for elections
- v. After declaring the list of eligible candidates for the election, sufficient time will be awarded to decide to remain or withdraw from the race for elections.
- vi. If more than 1 candidate is eligible for the position then elections will be held on the due date to elect the candidates for the positions.
- vii. For all the positions, all eligible student body of SUC will have the right to cast their votes upon showing their SUC Student ID (which will be verified based on the list of eligible students provided by the Administration department.
- viii. 1 day of election will be held for each morning, evening and weekend students



- ix. There will be separate online voting sheets for morning, evening and weekend students
- x. Voting will be done online via student LMS portal.
- xi. Election will be held for each student council position.
- xii. Students can only vote once – monitored by their unique student ID
- xiii. The secret ballot votes are counted in front of the electoral candidates by the electoral committee
- xiv. Once elected members have been announced, there can be no change unless deemed necessary by the Board
- xv. Candidate(s) with majority votes will be declared elected for the position.
- xvi. In case of a tie, the finalization of the elected candidate will be decided on by a coin-toss in front of the student body, and the decision will be final.
- xvii. In case of a dispute in counting, a re-counting will take place and the winning candidate will be decided on the second counting, and the decision will be final.
- xviii. Upon election, members will hold office positions for a period of one year

VIII. Orientation to elected Student Council

Orientation will be on the purpose, objectives, roles and responsibilities of the student council in furthering the vision and mission of SUC.

Orientation on abiding by the guidance from the Student Council Advisory committee.

Orientation on abiding by the SUC policy & procedures on integrity and an understanding of the electoral bye-laws.

IX. By-Laws

A. Tenets

Student Council Advisory Committee (SCAC) members shall be responsible to abide by the university policy & procedures and refrain from politicization, or explicitly demonstrating affinity towards any political lobbying or engage student council or student body towards any ideology that contravenes the law of the land.

It should also promote integrity, ethical behavior, fairness and remain non-discriminant towards any class, creed, gender, race, religion, economic status, nationality and take oath to maintain the code of conduct.

B. Defining the positions

- i. **President:** Is the head of the student council body and is responsible for keeping the body united, and conduct the business of the council in a fair and rational manner without any biases to achieve the objectives of the student council.



- ii. **Vice-president:** is the second in command in authority and is responsible for conducting the business of student council on behalf of the president in his/her absence or as assigned.
- iii. **General Secretary:** the position is responsible for planning, organizing, conducting and recording minutes of meetings and communicating with other stakeholders. He/she is also responsible for conducting the business of student council on behalf of the president in his/her absence or as assigned.
- iv. **Council treasurer:** the position is responsible for managing the financial books of the student council, and responsible to report on financials on regular intervals to the student council body and the SCAC.
- v. **Public Relations Officer:** the position is responsible for disclosing information to the media and other stakeholders on the activities of the student council.

X. Duties of Student Council Members

A. President

- i. Addressing views and concerns of the student body and communicating the same with the Board.
- ii. Propose new strategies for changes in the university
- iii. Responsible for presiding over meetings of the council
- iv. Prepare the agenda for each meeting along with the secretary
- v. Where a vote is held at a Council meeting, and the votes are divided equally, the Chairperson(president) generally has the casting vote
- vi. Review proposed activity plans by Clubs and Committees and present to the Board for approval
- vii. Serves as the primary contact between the student body and management.
- viii. Represents the student body on issues regarding all university academic and non-academic programs and events.
- ix. Shall be the representative and spokesperson of the student body.
- x. Reports on SSC work to members and update the Vice Chancellor during or otherwise, the monthly meeting.
- xi. Holds full executive authority of the SSC and chairs meetings.
- xii. Monitor duty allocations and strengthen the spirit of partnership and teamwork between students, administration, faculty and staff members of the institution.
- xiii. Ensures complete Alumni registration and connects with the Alumni and coordinates all relationships and possible events for them.
- xiv. Ensures all Academics related issues are tabled to the concerned bodies.



B. Vice President

- i. Assisting the President in carrying out his/her duties
- ii. Assuming the role of the President if absent
- iii. Assisting core members in the day to day decisions and follow ups with clubs and committees
- iv. Implement deadlines and overview the activities on the consolidated calendar
- v. Represents the SSC on on-campus committees in the absence of the President or when required. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities.
- vi. Responsible for informing the President on the progress of council initiatives.
- vii. Ensure student feedbacks are taken and shared with relevant departments.

C. General Secretary

- i. Prepare the agenda for each meeting along with the President
- ii. Circulate agenda to the council members in advance or at the start of the meeting
- iii. Include 'Any other agenda' during council meetings
- iv. Keep record/ minutes of Council meetings and any decisions taken by the Council.
- v. Maintain and manage the consolidated calendar of activities of clubs and committees
- vi. Maintain record of all Council meeting attendees
- vii. Maintain the archives of documents and paperwork regarding visits, inaugurations, activities, events, etc.

D. Council Treasurer

- i. The Treasurer is responsible for managing the Student Council budget, and keeps a complete account of all expenditures.
- ii. Any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a faculty/staff designated for this purpose.
- iii. The council treasurer may advise and assist club & committees with their assigned annual budget
- iv. For proposed new club & committee activities, the budget will first be reviewed and amended, if required, by the Council Treasurer before it is presented to the President
- v. Be responsible for collecting, managing, and distributing funds for and from the various events and activities organized by the SSC.



E. Public Relations Officer

- i. Responsibility for promoting good communications between the Council and the student body
- ii. Responsible for informing the students about any Open Council meeting scheduled via portal, posters on campus, social media posts etc.
- iii. Responsible for promotion of any Student Council events or activities along with the Media Committee
- iv. Assist secretary in all internal communications regarding scheduled meetings, agendas and decisions made
- v. The Public Relations Officer shall be the primary contact between the SSC and all parties outside the University.
- vi. He/she shall be responsible for dealing with all external parties with whom the SUC collaborates.
- vii. The Public Relations Officer will ensure that transparency is maintained in communication with off campus entities and promote the institution's image.

XI. Declaration of election results

The SCAC declares the elected body, and based on their submission of results, the VC approves the formation of the student council. Thereafter there is a communication on approved results to the student body via established SUC formal communication channels.

XII. Induction of new Student Council members

The SCAC and SSD will conduct the student council induction as follows;

- i. Oath taking ceremony- administering oath by VC or any person assigned by the VC
- ii. Brief orientation on various roles and responsibilities
- iii. Handover of the student council manual

XIII. Conduct of Meetings

- i. Student council meetings will be held twice in a semester or as and when necessary
- ii. Council meetings open to the general student body will be held once a semester
- iii. The meetings will be led by the President and Vice President based on the agenda provided by the General Secretary
- iv. During meetings, any grievances, policies or infrastructure changes, that are not under the direct authority of the council, must be noted and shared with the Board
- v. Council members will lead all events initiated by them or proposed by the student body



XIV. SUC Student Council Executive Benefits

- i. Representation of SUC student body at International & Local conferences.
- ii. Become SUC Student Ambassadors & SUC brand ambassadors
- iii. Points in class attendance (5% allowance of attendance) & course work (5marks addition in major courses).
- iv. Dedicated office space for SUC student council members to work from & conduct meetings
- v. Photos displayed on dedicated SUC student council wall on SUC campus
- vi. Dedicated SUC council member parking space on SUC campus
- vii. SUC sponsored leadership/personal development certifications & Mentorship (personal & leadership). Proposed mentors- Dr. Kota & Dr. Sharon.
- viii. Representation of SUC student body at Corporate meetings/MOU & Community Outreach
- ix. Discounted fee on Student Accommodation- 10%- 15%
- x. Act as judges in internal/university organized student competitions



XV. Annexure

A. Undertaking

“I ... (Name).... Elected ... (designation)... of the SUC Student Council of Skyline University College, take this pledge on... (Day)... and (Time)..... and I promise to serve the students and this institution in full faith and honesty. I will fulfill my duties with diligence and professionalism. I will show due respect to SUC students, faculty and staff. I will maintain the highest standards of ethical behavior. I will seek advice and opinion from SUC Student Council Advisory Committee on important matters and decisions. In case(s) of dispute, I will follow the office protocol and resolve conflicts following the procedures of dispute resolution. I will follow the University’s Student Code of Conduct and UAE laws. I will uphold the SUC Student Council Constitution to the best of my ability.”

(Elected designation)

.....

Name

.....

Signature