



2023-24

Jindal Vidya Mandir, Vidyanagar

STUDENT COUNCIL BODY HANDBOOK





Preface:

Leadership is an art of motivating, influencing and directing people so that they work together to achieve the goals of a team or broader organization. It's important for students to experience leadership opportunities during their schooling, to learn the art of building relationship within teams, defining identities and achieving tasks effectively. It also provides an opportunity to learn to identify and display effective communication and interpersonal skills

Leadership begins with identifying and understanding our values. Our values are our fundamental beliefs – those principles we consider to be worthwhile and desirable. In order to mould the students into the future leaders. Jindal Vidya Mandir, Vidyanagar always stands with higher standards of benchmark. The organization paves the way for the future generation with 21st century skill sets to be the bread winners. As the part of generating the responsible leadership qualities among the students the concept of Student council is leveraged at its best. The present year students' council is blended mixture of both selection and elections through its' pragmatic process.

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Preamble :

“We the members of Jindal Vidya Mandir students’ council aim to be role models in integrity, service, compassion, and faith in our school’s core values. We desire to uphold school spirit, encourage student government and show leadership through our words and actions. We vow to honor and respect the rules and objectives of the school”.

Article: I Name

The name of this esteemed organization is **Jindal Vidya Mandir, Vidyanagar ‘Students’ Council Body’**.

Article: II Objectives

- a:** To provide the transparent communication among Jindal vidya Mandir, Vidyanagar students, teachers, administrators and parents.
- b:** To encourage the student body to practice their voting rights.
- c.** To serve as leaders in school with higher spirit, faith, and behavior to the rest of the Student body.
- d. To** organize, run and attend student functions within the school hours.
- e.** To be an outlet for school service projects and/or functions.
- f.** To reflect a positive image of Jindal Vidya Mandir School at all times
- g.** To respectfully represent changes/needs, brought about by the students Body to Jindal Vidya Mandir, Vidyanagr administration.
- h.** To inculcate the values of serving our community.

Article: III. JINDAL VIDYA MANDIR STUDENT COUNCIL MOTTO

‘Every day, Every child is a leader’



Article: IV OUR PURPOSE

Using the standard and democratic system, students will be selected to become members and representatives of the Jindal Vidya Mandir School Student Council. Through Student Council, students will become aware of the democratic system and how it works in elections and in meeting format. Following the elections, being members of the student council will provide our students, grades I-XII, with opportunities to develop and use leadership skills. Student Council is a service organization for its school, community, nation and world. For this reason, Student Council will be involved in various activities which foster service. The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.



Article: V GOALS

The following goals will guide students in Jindal Vidya Mandir School.

1. Provide children with the opportunity to serve their school and community in a leadership role, such as planting trees, recycling, assisting community needs and initiating various drives to improve the environment of the school.
2. Provide students with a working knowledge of our democratic system.
3. Raise funds for various academic activities which benefit the entire student body and to raise funds for materials that would not otherwise be available.
4. Provide an opportunity for students to have input in the school calendar of activities, in order to create and foster a school climate of enrichment and enjoyment; these activities include such special school spirit days as House activities, sports day, School Annual day, summer camp etc.
5. Guide students in developing responsibility and "follow-through" skills.

In summary, this is an encouraging activity by the school in order to create 'right-leaders' for future world. The election at this level should not be a popularity contest. We want to support the self-esteem of all children through healthy competition.



Article: VI EXPECTATIONS

Leaders in Student Council are expected to be model citizens. Their behaviors should always reflect "top" foundations of Jindal Vidya Mandir standards and should do their academic best.

Article: VII ACADEMIC EXPECTATIONS

Candidates must be students who complete all class assignments and homework on time and punctual.

Candidates must earn report card grades of "A, B, or C" and work/social skills grades of outstanding or satisfactory.

Article: VIII BEHAVIORAL EXPECTATIONS

- Candidates should be honest, reliable, responsible, and dependable. Regular school attendance is necessary.
- Candidates must be willing to learn and use leadership qualities.
- **PRIOR TO THE ELECTIONS, IF BEHAVIOR INFRACTIONS OCCUR, STUDENTS WILL BE DISMISSED FROM THE PRIVILEGE OF RUNNING.**

Article: IX The Role of the Student Council Body

The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students. The set of objectives for the council shall be :

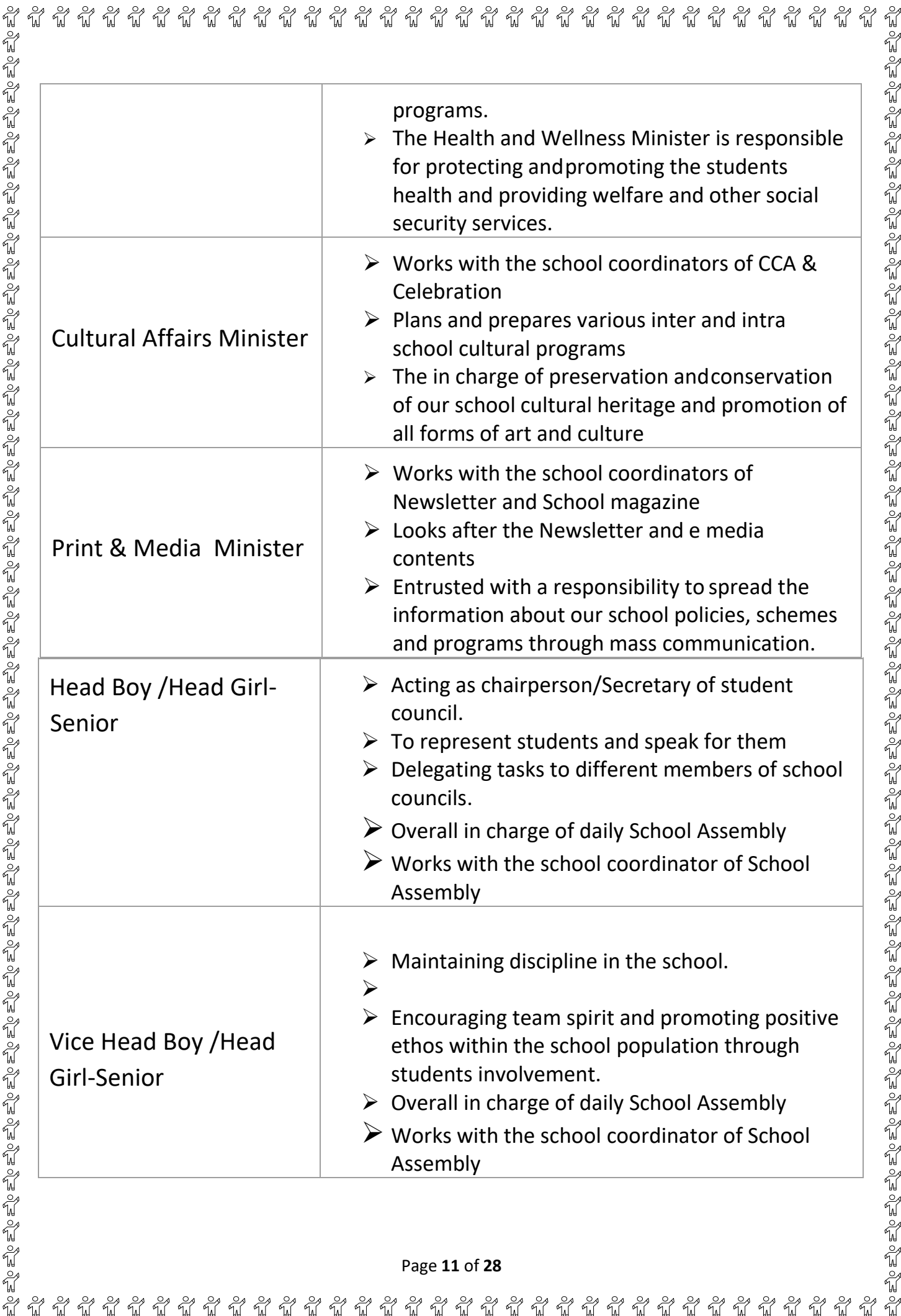
- To promote an environment conducive to educational and personal development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern *However, in no case/situation Student Council shall not and cannot influence/force/alter the decision making procedure of the administrative officials /management.

➤ Article: X Key Functions

- The functioning of the Student Council should be adhered to the objectives of the council.
- The council shall work with the administration in the planning and development activities of the students.
- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution.

Article: XI Responsibilities of each Portfolio

President	<ul style="list-style-type: none"> ➤ Leads cabinet meetings ➤ Coordinates all activities of student council ➤ Presiding over meetings of the Council. ➤ The President, with the Prime Minister, prepares the agenda for each meeting on the advice of the Principal, faculty members in the council ➤ Overall In-Charge of the School Special programs
Prime Minister	<ul style="list-style-type: none"> ➤ Guides, coordinates and initiates issues ➤ Look into the functioning of ministers ➤ Promotes community involvement programs ➤ The leader of the council ➤ Chairs the sessions ➤ Directsand supervises the implementation of the bills ➤ Overall In-Charge of the School Special programs
Discipline Minister	<ul style="list-style-type: none"> ➤ Work with the school discipline coordinator ➤ To help in enforcing discipline policy of school ➤ To work in collaboration with other teams to develop programs pertaining to student discipline ➤ Leader of the school discipline team. ➤ He/She is the In-Charge of planning, organisation, development and monitoring of matters relating students discipline at school.
Health & Wellness Minister	<ul style="list-style-type: none"> ➤ Work with the school Health & Wellness coordinator ➤ Suggests and implements various programmes related overall wellbeing of the students ➤ Plans and executes community welfare



Head Boy /Head Girl-Junior	<ul style="list-style-type: none"> ➤ Assists Senior Head Boy/Girl ➤ Overall in charge of daily School Assembly ➤ Works with the school coordinator of School Assembly
Vice Head Boy /Head Girl-Senior	<ul style="list-style-type: none"> ➤ Assists Senior Assists Senior Head Boy/Girl Vice Head ➤ Overall in charge of daily School Assembly ➤ Works with the school coordinator of School Assembly Boy/Vice Head Girl
Education Plus Minister	<ul style="list-style-type: none"> ➤ Plans innovative ideas which is beyond the scope of curriculum. ➤ Entrusted with improving the quality of education in our school ➤ Works with the school coordinators of Training for Teachers & Students and CBSE Activities
Collaboration Minister	<ul style="list-style-type: none"> ➤ Coordinates with all ministers and students for smooth and effective communication ➤ Entrusted with higher level thinking, oral communication, self-management and leadership skills ➤ Coordinates with all the In-Charges of the school. ➤ Takes minutes of the meeting of the meetings&sessions of SCB
Sports Minister	<ul style="list-style-type: none"> ➤ Planning, promoting, organizing and coordinating various inter and intra school sports events ➤ Entrusted to create and promote capacity building for broad basing sports as well as for achieving excellence in various competitive eventsat various levels. ➤ Coordinates with the Physical Health Education Teachers

Tourism and Transport Minister	<ul style="list-style-type: none"> ➤ Coordinates with the school Tour coordinator ➤ To propose, plan, organize and coordinate various field trips and academic visits ➤ To ensure logistic support for the same. ➤ Tourism and Transport Minister plays a crucial role inco-coordinating and supplementing the needs of the school whenever required
Finance Minister	<ul style="list-style-type: none"> ➤ To plan and prepare budget for various events ➤ Concerned with the economy of the school, serving as the treasury of school. Formulates and monitors the economic policies of the fiscal year.
House captain	<ul style="list-style-type: none"> ➤ Run house events under the guidance of House Master ➤ Guide Vice Captains and prefects ➤ Be a responsible, motivational role model for their House members
House Vice Captain	Assist House Master & Captain in planning and organizing House functions
House Prefects	Assist House Captain in maintaining school ethos
Class Representative For classes	<ul style="list-style-type: none"> ➤ Acts as a channel of communication between the teacher and students ➤ Represents their grades at meetings

Article: XII**Mode of Selection**

Post	Mode of selection	Selection Team
Class Representative/ House Posts	Interview <ul style="list-style-type: none">➤ Academics-5M➤ Discipline-5M,➤ CCA/ECA-5M➤ Vision-5M➤ Personal Integrity-5M➤ Sports-5M➤ Achievement-5m➤ Total-35M	Class teachers & House Masters
Head Girl/Boy Vice Head Girl/Boy/ Parliamentary Body (SCB)	Interview only for the shortlisting the candidate for the different Portfolios. Short listed candidates only will be contesting the election. The criteria is as follows <ul style="list-style-type: none">➤ Academics-5M➤ Discipline-5M,➤ CCA/ECA-5M➤ Vision-5M➤ Personal Integrity-5M➤ Sports-5M➤ Achievement-5mTotal-35M	Selection Committee

Article: XIII Nomination for the candidature-

The entire student of grade V & VI (Junior), IX, X, XI & XII can register themselves through the link provided in the circular. After the scrutiny of registration forms the interaction round with panel will be arranged for the final nomination. This nomination is purely based on the merit of their leadership activities exhibited during the previous years. Finally the Voting will be conducted through MCB /JVM app

E –filing through link

Article: XIV Election Campaigning Rules and Regulations:

Mode of Campaigning: Dos and Don'ts

Election campaigns are conducted to have a free and open discussion about who is a better representative. There are certain rules and regulations the contestants have to keep in their mind while campaigning.

- All the selected students have the right to campaign.
- The Campaigning should be in the school premises only during the school hours.
- Elections are student elections, therefore every aspect of the Campaign must be student centered.
- Parent are not permitted to participate in any part of the campus campaigning.
- The contesting candidates must respect their rivals and should not disturb or mock at their campaigns.
- No candidate can make statement against the opponent in speech or poster.
- Candidates are allowed a maximum of two posters. The poster must be creative with a slogan /manifesto that represent the candidate.
- The candidates can use a full chart paper to create the
- Slogan/manifesto and should hang or place it at the designated area.
- All the campaign material must be approved by the SGB members and the CCA heads, which in turn ensure whether the content meets the campus standards.
- No campaign material should slander (defame) other candidate.
- No materials should be distributed to the voters like, toffees, candy etc. (No bribing)
- All the campaign materials should be removed the day before the elections.
- All the candidates have to follow the above code of conduct. If any candidate is found violating the code, will be disqualified.

Article: XV Students Council Meetings

The Student Council shall meet four times in a year twice in even semester (Monsoon & Winter) and once in odd semester (Budget). It is mandatory for the faculty co-coordinator to attend meetings of the Council. The support and suggestions of the faculty members will be very useful in grooming up the leadership skills of the student members in the council

a) Guidelines

The Student Council meeting shall be intimated at least two days in advance to the members of the council. The SC meeting cannot be convened if the faculty coordinator, President and the Prime Minister are absent. The Minutes of the meeting shall be recorded and should be made available with the Faculty coordinator of the Council after getting signature from the President. Copies of the minutes of the meeting to be handed over to the President of the next student council at the end of the term.

b) Sample Format of Minutes of Meetings

The minutes of the meetings should clearly reflect the Agenda Points.

The format of the Minutes of the Meeting shall comprise the following items :

Date, Time and Venue

List of the Members Present

Details of any Specific Invitees from Administration /Management



Agenda Items and Outcomes/Resolutions of the Discussion

Next meeting details (If discussed in a specific context)

Reporting and Dissolution

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Vice Principal /the Principal/Management). The Dissolution of the complete Student Council (or any one student/faculty member) shall be taken place at any time (on special situations leading to such act) without prior notice by the Vice- Principal, otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Principa

Article: XVI Student Council Parent Permission Slip

Student Name:

Class and Section:

Dear Parents or Guardians,

Your ward is interested in running for a Student Council Officer position. During our meeting times, students will plan and prepare for school events throughout the school year. At times, your child may be asked to attend additional school meetings or activities as well. We will inform you of these events as they arise.

Student Council Representative Responsibilities

1. Attend all scheduled meetings. Three unexcused absences will result in dismissal from the Council.
2. Act responsibly at all meetings and activities/events and as a leader at JVM.
3. Be On-Track for attendance, academics, and behaviour.
4. Solicit input from your grade level team. You are THEIR representative
5. Attend all committee meetings and perform all assigned responsibilities at activities/events.

I give permission for _____ to campaign for Student Council. I have read and understand the rules and guidelines for Student Council Officers.

Parent

Signature

Date

Student Council Application Directions : (link in website)
Please answer the following questions utilizing your best writing and

thinking skills. Give the questions serious thought before answering.

Student Name: _____

Class..... Section.....Roll No.

Admin No.....

Officer Position Running For: _____

Tell about You

1. What schools have you attended? What type of leadership experiences have you had both in school and in the community?

2. If you could make ONE improvement at JVM, what would it be and why?

3. How do you respond when people don't agree with your Ideas?

4. What makes you the best candidate for the position that you are applying for?

5. If you could create one school event, what would it be and why?

Optional: List anything else that you would like us to consider for your application.

Article: XVII **OATH OF OFFICE**

Students who become Student Council officers take an oath of office. It is signed by both the student and parent and must be adhered to. It is as follows:

“I _____, as a student council member of Jindal Vidya Mandir, hereby promise that I will respect and abide by rules and regulations of the school in the true spirit for the glory and honor of my school. I always do uphold my schools and nation’s utmost values and pride. I also pledge that I will respect the teacher and management and try best to show discipline throughout my academic career.”

Date :

Signature

Article: XVIII Phases of the formation of Student Council Body - A Y -2023-24

S No.	Date & Day	Event	Nature of Participation
1	07-06-2023 Wednesday	Announcement of 'Student Council Election ' Circular along with registration	Will be announced in the Assembly and posted in WhatsApp, MCB of classes IV-XII
2	07-06-2023 Wednesday	Student will register and nominate through Google link attached to the circular	Circular of registration will be posted in MCB and class Whatsapp group
3	10-06-2023 Saturday	Last Date for filing the nominations by the students	----
4	12-06-2023 Monday	Announcement of the Nominated Candidates by the committee members	
5	14/06/2023 Wednesday	Withdrawal of the nominations by the students, if any	
6	16-06-2023 to 17-06-23 Friday - Saturday	Verification of shortlisted candidates - Panel interview	
7	19/06/2023 Monday	Declaration of shortlisted candidates	
8	20/06/2023 Tuesday	Orientation for E-Voting	
9	21-06-2023 & 23-06-23 Wednesday- Friday	Campaigning by the shortlisted Candidates	Only in School Assembly in the given slot
10	24/06/2023 Saturday Time: 8.30am onwards	Voting by Grade VI -XII for all the Ministries Voting by Grade V & VI (VDN) and Grade V-VI (VVN) only for Head Boy and Head Girl - Junior	Through EVMs
11	26/06/2023 Monday	Accomplishment of School Student Council Body: 2023-24	
12	26-06-23 to 28- 06-23 Monday- Wednesday	Rehearsal for Investiture Ceremony	
13	30/06/2023 Friday	Final Run through	
14	01/07/2023 Saturday	Investiture Ceremony	

Article: XIX**Jindal Vidya Mandir, Vidyanagar
Student Council Body - 2023-24
The Portfolios for A.Y.2023-24**

S N	Posts	2023-24	
		Classes eligible for nomination	
		VDN	VVN
1	Head Boy & Head Girl-Senior	11	NA
2	Vice Head Boy & Vice Head Girl-Senior	10	NA
3	Head Boy & Head Girl-Junior	6	6
4	Vice Head Boy & Vice Head Girl-Junior	5	5
5	President	11 & 12	NA
6	Prime Minister	10	NA
7	Discipline Minister	9 To 11	NA
8	Health & Wellness Minister	9 To 11	NA
9	Cultural Affairs Minister	9 To 11	NA
10	Print & Media Minister	9 To 11	NA
11	Education Plus Minister	9 To 11	NA
12	Collaboration Minister	9 To 11	NA
13	Sports Affairs Minister	9 To 11	NA
14	Tourism & Transport Minister	9 To 11	NA
15	Finance Minister	Grade- XI	

Article: XX**Jindal Vidya Mandir, Vidyanagar****Process of Student Council Body - 2023-24**

S No.	Date & Day	Event	Incharge
1	07-06-2023	Release of Student Council Election Circular	Mr.Shantesh Angadi, Ms.Sheeja Uday
2	12-06-2023	Announcement of the Nominated Candidates	Mrs.Nirmala, Ms.Sheeja Uday
3	14/06/2023	Withdrawal	Ms.Beena
4	16-06-2023 to 17-06-23	Verification of shortlisted candidates - Panel interview	Panel interview Committee
5	19/06/2023	Declaration of shortlisted candidates	Mr.Shantesh Angadi, Ms. Hemalatha, Ms.Vani
6	20/06/2023	Orientation for E-Voting	Ms.Soubhagya Ms. Padmaja ,Ms.Archana,Ms.Suchitra
7	21-06-2023 & 23-06-23	Campaigning by the shortlisted Candidates	School Discipline Committee and Assembly In-Charge
8	24.06.2023	Voting by Grade VI -XII for all the Ministries Voting by Grade V & VI(VDN) and Grade V-VI(VVN) only for Head Boy and Head Girl - Junior	IT Department, Polling Officers, Observers, External Officer
9	26-06-23 to 28-06-23	Rehearsal for Investiture Ceremony	Social Science Dept., CCA & Celebration Committee, House Masters, NCC and Ph. E

Article: XXI Jindal Vidya Mandir, Vidyanagar				
Student Council Body-Panel Interview Committee- A Y -2023-24				
Sl. N	Name of the Portfolio	Incharges	Date, Day & Time	Venue
1	Head Boy & Head Girl-Senior	Principal, V P, CCA Co-Ordinator, Segment I/C (9-12)	16-06-2023, 1.05pm - 1.45pm Friday	Conference Hall Room No-56
2	Vice Head Boy & Vice Head Girl-Senior	Principal, V P, CCA Co-Ordinator, Segment I/C (9 - 10)	16-06-2023, 1.05pm-1.45pm Friday	Conference Hall Room No-56
3	Head Boy & Head Girl-Junior	Principal, V P, CCA Co-Ordinator, Segment I/C (1-5), H M, CCA Co-Ordinator, Segment I/C (1-5)	16-06-2023, 1.05pm -1.45pm Friday	Conference Hall Room No-56
4	Vice Head Boy & Vice Head Girl-Junior	Principal, V P, CCA Co-Ordinator, Segment I/C (1-5), H M, CCA Co-Ordinator, Segment I/C (1-5)	16-06-2023, 1.05pm -1.45pm Friday	Conference Hall Room No-56
5	President	Principal, V P, CCA Co-Ordinator, Segment I/C (9-12), Mr. Shantesh	16-06-2023, 1.05pm -1.45pm Friday	Conference Hall Room No-56
6	Prime Minister	Mr.A.K.Basha, Ms Hemalatha, Ms.Nirmala	16-06-2023, 1.05pm -1.45pm Friday	Room No.66
7	Discipline Minister	Discipline Co-ordinator, All Segment I/Cs	17-06-2023, 12.00pm -1.00pm Saturday	Room No.57
8	Health & Wellness Minister	Wellness Co-ordinator, Mr.Sabitha Srinivasan, Mrs.Chandrakala	17-06-2023, 12.00pm - 1.00pm Saturday	Room No.58
9	Cultural Affairs Minister	House Masters, Celebration In-Charge	17-06-2023, 12.00pm -1.00pm Saturday	Room No.59
10	Print & Media Minister	Mr.Sangamesh, Mrs.Priyadharshini.D,	17-06-2023, 12.00pm - 1.00pm, Saturday	Room No. 42

		Mrs.Shantha Kumari		
11	Education Plus Minister	VP, HOD of Maths, Mr. Shantesh Angadi	17-06-2023, 12.00pm - 1.00pm	Maths Lab
12	Collaboration Minister	HOD of IT, Mrs.Padmaja, Mrs.Prathibha, Ms. Ekita	17-06-2023, 12.00pm -1.00pm Saturday	Computer Lab- Ground Floor
13	Sports Affairs Minister	HOD of PHE Dept, Mr.Nandi Channabasappa	17-06-2023, 12.00pm -1.00pm Saturday	Room No.3
14	Tourism & Transport Minister	Tourism Co-ordinator, Mr.Somashekar, Mr.Shivyogi	17-06-2023, 12.00pm -1.00pm, Saturday	Room No.23
15	Finance Minister	Mr.Ravi, Mrs.Reena, Mr.Vijayakumar	17-06-2023, 12.00pm -1.00pm Saturday	Room No.80
16	House Captain & Vice- Captain	House Masters	15-06-2023, 1.05pm -1.45pm, Saturday	Will be informed on the same day
17	Class Representatives	All the Class Teachers of the respective class with Segment I/C	15-06-2023, 1.05pm -1.45pm Saturday	Will be informed on the same day

Note :House Captain & Vice- Captain & Class Representatives of V V Nagar can do on the same day as per your time availability

Article: XXII

Jindal Vidya Mandir, Vidyanagar
Student Council Body
Year Plan A.Y 2023-24
Induction/ Session

S. N	Date & Time	Day	Event	Topic	Resource Person	In-Charge	Remarks
1	01.06.23, 12pm-1PM	Saturday	Induction	Basic & Interaction	Chief Guest	Mr.Shantesh	
	01.06.23, 1.5pm-2PM			Role & Responsibility	Bhavana Ex President of SCB	Ms. Nirmala	
2	03.07.23 1pm-2pm	Monday	Induction	Drafting & Passing of Bills	Mr. A K Basha Ms. Hemalatha	Ms. Ekita	
3	04.07.23 1pm-2pm	Tuesday	Induction	Documentation	Mr. Shantesh Ms. Nirmala	Ms. Vijayalaxmi	
4	21.07.23, 9am-12pm	Friday	Monsoon Session	Passing of Bills		Ms. Hemalatha, Mr. Shantesh	
5	29.07.23 1pm-1.45pm	Saturday	Follow-up for Session-I		President, Prime Minister, Head Boy & Head Girl	Mr. Shantesh	
6	05.08.23 12pm-1pm	Saturday	Activity -I			Ms. Nirmala	
7	26.08.23 9am-12pm	Saturday	Session -II	Passing of Bills		Ms. Nirmala, Ms. Vijayalaxmi	
8	06.09.23 1pm-1.45pm	Wednesday	Follow-up for Session-II		President, Prime Minister, Head Boy & Head Girl	Ms. Hemalatha	
9	10.10.23 1pm-2pm	Tuesday	Activity -II			Ms. Vijayalaxmi	
10	11.11.23 9am-12pm	Saturday	Winter Session	Passing of Bills		Mr. A K Bhasha, Ms. Nirmala	

1 1	18.11.23 12pm- 1pm	Saturday	Followup for Session-III		President, Prime Minister, Head Boy & Head Girl	Mr. Shantesh	
1 2	16.12.23 9am- 12pm	Saturday	Budget Session	Passing of Bills		Ms. Vijayalaxmi Ms. Ekita	
1 3	27.12.23 1pm- 1.45pm	Wednesday	Followup for Session-IV		President, Prime Minister, Head Boy & Head Girl	Mr. Shantesh	
1 4	27.01.24 8am- 12pm	Saturday	Closing Session	Review, Group Photo,Submission of Documents, Dissolve the Present SCB		Mr. Shantesh	
1 5	Only President, Prime Minister, Head Boy & Head Girl will be in office as a Nominal member till the formation of New SCB 2024-25						

Student Council Body Co-ordinators

- Mrs.Ambili Nair, HM, VVN
- Mr. Shantesh, VDN
- Mrs. Sheeja Uday , VVN
- Teachers of Social Science Department
- Mrs. Priyadharshini.D, VDN
- Mrs. Archana Patil, VVN