

THE NEIGRIHMS STUDENTS' COUNCIL

1. NAME:

The Council will be called '**The NEIGRIHMS Students' Council**', hereinafter referred to as **The Students' Council / NSC**. The Students' Council is an N.M.C requirement. **NSC shall always be a non-political and non-registered council comprising of MBBS students.**

2. OFFICE:

The office of the NSC shall be located in the common hall of MBBS Hostel, NEIGRIHMS Campus, Shillong. It shall also be its official address.

3. AIMS & OBJECTIVES:

The aims and objectives of the NEIGRIHMS Students 'Council is to-

- I. Promote the growth and welfare of the MBBS students in all areas pertaining to their academic, extracurricular, personality, leadership, civic responsibility and intellectual skills for the overall growth and development of the Institute.
- II. Represent the voice of the students concerns and welfare activities on matters concerning the common interests of the MBBS students to the Administration and vice versa.
- III. Give an opportunity to students to develop leadership qualities, organizational skills and showcase their talents by organizing interactive programs (academic and extracurricular)
- IV. Provide a platform whereby the students can compete in state, regional and national level competitions or events in academic and extracurricular activities.
- V. Promote among the MBBS students of NEIGRIHMS a sense of service to the people and duty towards the State by providing community health service activities and health awareness programs that bring the Institute and community closer together. They will rise to occasions whenever their services are urgently required.
- VI. Promote consciousness among the students of the Institute of the events taking place around them with a view to better equipping them as responsible, ethical future healthcare professionals.
- VII. As an umbrella to unify the students through various students' oriented activities thus promoting mutual contact and a spirit of oneness among the MBBS students of NEIGRIHMS.
- VIII. Create a free environment that promotes students active involvement in the council, different committees and other activities without prejudice.

- IX. The MBBS Students' Council will be responsible for the graceful smooth functioning of students and Institute related programs/functions.
- X. Promote harmonious relations among all sections of NEIGRIHMS Community.

4. ACTIVITIES:

The Students' Council shall organize the following activities namely:

- a). Debates, lectures, discussions, study circles, essay competitions etc.
- b). Cultural festivals such as EUPHORIA, carnival, cultural performances and contests.
- c). Indoor games.
- d). Publication of Institute magazines such as Beacon, Sports Magazine - 'Khelo NEIGRIHMS', bulletins and wall newspapers.
- e). Social service & health awareness activities.
- f). Such other activities that will further the realization of the above aims and objectives.

5. COMPOSITION OF NSC:

The Director, NEIGRIHMS, shall be the Chief Patron and the Dean (Academic), NEIGRIHMS shall be the Patron of the NSC.

i). CENTRAL COMMITTEE, NSC:

The Central Committee of the NSC shall be headed by the Chief Patron assisted by the Patron.

The members of the **Board of Central Committee** shall comprise of the following Faculty members:

- 1). Chairperson
- 2). Member Secretary (Sub-Dean, Student Affairs)
- 3). Advisory Members

The Central Committee shall oversee and approve proposed agendas of the NSC and give such directions to the Executive Committee of the NSC as it may deem necessary.

II). NEIGRIHMS STUDENTS' COUNCIL (NSC):

The NEIGRIHMS Students 'Council, Shillong, shall comprise of the **Executive Committee** including the Committee Secretaries as follows-

EXECUTIVE COMMITTEE POSTS:

- 1. President – 1 post
- 2. Vice-President – 1 post

3. General Secretary – 1 post
4. Finance Secretary – 1 post
5. Cultural Secretary – 1 post
6. Literary Secretary – 1 post
7. Sports Secretary – 1 post
8. Class Representatives – 1 post representing each MBBS batch from first year to the Interns batch.

The President, Vice-President, General Secretary and Finance Secretary shall constitute the **Executive Board of NSC**.

6. ELECTION OF THE OFFICE- BEARERS OF THE EXECUTIVE COMMITTEE, NSC-

The office bearers mentioned shall be directly elected by the members of the NSC by secret ballot vote from amongst the students representing all MBBS batch (including the Interns batch).

The election of the office bearers of the Executive Committee, NSC shall be as follows:-

- i). The President shall be elected from amongst the students of either MBBS final year- part 1 or part 2.
- ii). The Vice-President shall be elected from amongst the students of either MBBS final year- part 1 or part 2. **This post shall be reserved for female candidates only.**
- iii). General secretary shall be elected from amongst the students of either MBBS final year- part 1 or part 2.
- iv). Finance Secretary shall be elected from amongst the students of either MBBS final year- part 1 or part 2.
- v). Cultural Secretary shall be elected from amongst the students of either MBBS second year or final year- part 1.
- vi). Literary Secretary shall be elected from amongst the students of either MBBS second year or final year- part 1.
- vii). Sports Secretary shall be elected from amongst the students of either MBBS second year or final year- part 1.
- viii). One Class Representative shall be voted from each batch i.e. from the first year batch to the Interns batch.

The Students' Council can appoint Students Academic Research Secretary and Social Welfare Secretary if and when required, but they shall not be a part of the Executive Council of the NSC. The respective committee secretaries shall form different committees (such as food, transport, accommodation committees etc.), each committee comprising of 15-20 students (from all batches) during college festival EUPHORIA or whenever the need arises. **The NSC shall separately form a EUPHORIA Organizing Committee when required.** Voting shall be exercised by all MBBS batches for the posts of Executive Committee. All the office-bearers of the NSC will function within the frame work of the rules and regulations laid

down by the Executive Committee and under the general supervision of the Central Committee in the performance of their day-to-day work. All the office-bearers of the NSC shall be responsible to the Central Committee.

The office-bearers of the NSC shall be responsible for the smooth and orderly functioning of the NSC.

7. DISQUALIFICATIONS FOR OFFICE-BEARERS OF THE NSC-

Students with any sort of financial defaults (mess/academic/admission/miscellaneous fees) with the Institute or/and facing any disciplinary action/s from the Institute shall be disqualified from standing for the elections as well as from their post in the Executive Committee of NSC.

8. MEMBERSHIP OF THE NEIGRIHMS STUDENTS' COUNCIL:

- i). All MBBS students enrolled in the Institute to be offered **compulsory membership** in the NSC.
- ii). Each member of the NSC shall pay **Rs. 300/- as annual subscription to NSC Funds** which shall be done under the direct supervision of the Finance Secretary. This fee could also be included during the admission itself.

9. OFFICIAL YEAR AND TENURE:

- i). The official tenure of the E.C members shall be 1 year period and shall commence from November of the current year to October of the next year.
- ii). Voting for the Executive Committee posts shall be held in the **last week of October** preferably in the Institute's auditorium.
- iii). An office-bearer of the Executive Committee may in writing submit his/her resignation to the Chairperson, Board of the Central Committee before the expiry of the term.
- iv). The elected E.C bearers may contest again in the next NSC elections if they wish to.

10. CONDUCTION OF ELECTION OF EXECUTIVE COMMITTEE, NSC:

- i).The Dean (Academics), NEIGRIHMS, shall appoint a Returning Officer to conduct the elections on the appointed date, time and place.
- ii). Election shall be held by secret ballot voting at the venue (auditorium, indoor stadium, etc.) at the appointed date and time. All MBBS students including Interns shall have the voting rights.
- iii).The withdrawal of nomination shall be accepted not less than 2 days before the date of election.
- iv).The Central Committee shall scrutinize the nomination forms of the candidates and shall decide the validity of the same.
- v). A candidate if unopposed, shall directly be elected for the applied post without voting.

11. CONSTITUTION OF EXECUTIVE COMMITTEE, NSC:

- i). On completion of the counting process and declaring the elected candidates for the posts of the Executive Committee, the Dean (Academic) shall recommend the constitution of the Students' Council consisting of the elected office bearers to the Director.
- ii). **The Director shall approve and constitute the NEIGRIHMS Students' Council**, which shall start functioning for a tenure of one year.
- iii). The Dean shall administer the NSC Oath to the newly elected E.C bearers.

12. FUNCTIONS OF THE OFFICER BEARERS OF THE NSC:

- i). The President shall be the Executive Head of the NSC and shall function in all matters relating to the aims and objectives of the NSC.
- ii). The General Secretary shall act in consultation with the President and shall function in all matters in accordance with the aims and objectives of the NSC.
- iii). In the absence of the President, the Vice-President shall perform all the function of the President in accordance with the aims and objectives outlined in the NSC.
- iv). In the absence of the President and the Vice-President, the General Secretary shall discharge the functions of the President in addition to his duties as the General Secretary.
- v). The President shall preside over the meetings of the Executive Committee and it shall be his duty to conduct these meetings in an orderly and peaceful manner.
- vi). It shall be the duty of the General Secretary to prepare the minutes of all the meetings of the Central Committee and Executive Committee and to keep the records of these meetings properly and in safe custody.
- vii). The General Secretary of the NSC shall also carry on correspondence on behalf of the NSC and shall keep and maintain all records.

13. MEETINGS:

- i). It has been decided that the executive committee, NSC, can call for meetings as many times, whenever required but at least once in three months.
- ii). Any agenda of the meeting shall be issued along with the notice of the meeting except for an emergency meeting.
- iii). The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting shall be intimated to the members of the Central Committee as well as all the members of the Executive Committee.
- iv). A register of attendance of the members at the meeting of the Executive Committee shall be maintained by the General Secretary and signed by the General Secretary or Finance Secretary (in the absence of both Gen. Sec.) at the end of each meeting.
- v). A meeting of the Central Committee with the office-bearers of the Executive Committee may be called as and when required, which shall be intimated to the General Secretary. At least the members of the Executive Committee should be present for the meeting.

14. QUORUM:

In all ordinary as well as emergency meetings of the Executive Committee, at least one-half of the total membership of the Executive Committee shall constitute the quorum.

15. BUDGET AND ACCOUNTS:

- i). A meeting of the Central Committee shall be convened within three weeks of the formation of the Executive Committee of NSC and the budget estimates proposed by the members of the Executive Committee shall be placed before the Board of the Central Committee for consideration.
- ii). A copy of the budget as approved by the Board of the Central Committee shall be addressed to the Chief Patron and Patron of the NSC for the final approval of the budget.

16. FUNDS:

- i). Funds of the Students' Council shall be utilised for the welfare of the students in accordance with the approved budget.
- ii). For **Euphoria**, an amount of Rs.1,00,000/- (Rs. One lakh/-) is sanctioned by the Institute. The MBBS batch organizing Euphoria shall raise the funds through sponsors and by organizing carnival just before Euphoria.
- iii). No expense out of the Council funds shall be incurred unless provision with regard to them is made under a specific head of the duly approved budget.
- iv). The Executive Committee shall discuss matters related to financial expenditures with the members of the Central Committee.
- v). The Finance Secretary shall regulate the disbursement of the Students' Council funds in accordance with the rules framed in this regard from time to time and a register detailing the expenditure along with proper bill receipts shall be maintained upto-date by the Finance Secretary.
- vi). The annual audit shall be done at the end of the financial year by chartered accountant/ financial officer, NEIGRIHMS. The annual audit shall also be held for every major event conducted in the Institute.
- vii). Unspent balance of the Students' Council funds of a year, if any, shall be carried over to the tenure of the next elected Executive Committee, NSC. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the Institute on behalf of NSC.

17. PROPOSED 'EUPHORIA' FESTIVAL TIME:

The annual festival 'EUPHORIA' shall be conducted tentatively in the month of May keeping in mind the academic curriculum schedule of all MBBS batches.

18. MBBS BATCH ORGANIZING EUPHORIA:

The festival shall be organized by the MBBS third year batch.
