



**PSG Institute of Technology  
and Applied Research**  
Approved by AICTE, New Delhi  
Affiliated to Anna University, Chennai



**NBA**  
All 5 Eligible  
B.E Programmes  
are Accredited

**nirf**  
Ranked within  
101-150 band  
2024

## **Student Council**

### **1. Chairperson**

1.1 Leadership & Strategy: Oversees the overall functioning of the Student Council and sets strategic goals.

1.2 Representation: Acts as the main spokesperson for the student body at meetings with the college administration, governing bodies, and external organizations.

1.3 Meeting Management: Chairs executive meetings and other student council meetings.

1.4 Conflict Resolution: Manages disputes within the Council.

1.5 Oversight: Coordinates with other office bearers to ensure smooth functioning of the Council's initiatives.

### **2. Secretary**

2.1 Support Role: Assists the Chairperson and fills in during their absence.

2.2 Event Coordination: Leads organization of key events (e.g., festivals, awareness campaigns).

2.3 Student Engagement: Helps maintain communication between the Council and student community.

2.4 Project Oversight: Manages specific projects or committees assigned by the Council.

2.5 Administration & Documentation: Manages Council documents, correspondence, and records of meetings.

2.6 Communication: Ensures proper communication with departments, student groups, and external bodies.

2.7 Meeting Minutes: Records and circulates minutes of all meetings.

2.8 Policy Execution: Ensures that decisions taken in meetings are executed by relevant office bearers.

### **3. Joint Secretary (Treasurer)**

3.1 Budgeting & Fund Management: Prepares budgets for Council activities and monitors expenditures.

3.2 Fundraising: Coordinates fundraising efforts for events and initiatives.

3.3 Reporting: Provides financial reports during Council meetings and audits.

3.4 Compliance: Ensures all financial activities comply with college and legal guidelines.

### **4. Joint Secretary (Cultural Coordinator)**

4.1 Event Planning: Organizes cultural events, festivals, and competitions.

4.2 Student Involvement: Encourages participation from diverse student groups.

4.3 Coordination: Works with clubs and societies to manage calendars and avoid clashes.

4.4 Logistics Management: Ensures proper execution of events, including venue, permissions, and equipment.

### **5. Joint Secretary (Alumni Relations)**

5.1 Maintaining Alumni Database: Keeping an updated and accurate list of alumni contacts, ensuring proper documentation and easy access for future reference or events.

5.2 Organizing Alumni Events: Coordinating events that engage alumni, such as reunions, networking sessions, or guest speaker events, often aimed at building stronger ties between alumni and the college.

5.3 Facilitating Mentorship Programs: Setting up and managing mentorship or career guidance programs where alumni can offer professional insights, advice, or internships to current students.

5.4 Communications Liaison: Serving as the point of contact between the student council and alumni, regularly updating alumni on campus news, achievements, and opportunities to stay involved through newsletters, social media, or other communication channels..

### **6. Joint Secretary (Welfare)**

6.1 Support Services: Works on initiatives that address student welfare (e.g., mental health, accommodation, food security).

6.2 Awareness Campaigns: Runs campaigns on relevant social issues (e.g., mental health awareness, diversity & inclusion).

6.3 Advocacy: Identifies student grievances and advocates for their resolution with the administration.

6.4 Community Engagement: Builds partnerships with NGOs and other welfare organizations.

### **7. Joint Secretary (Public Relations)**

7.1 Media & Publicity: Manages Council's social media and communication channels.

7.2 Promotions: Promotes events, initiatives, and achievements to the student body and public.

7.3 Liaison: Coordinates with external media outlets and college PR teams for coverage.

7.4 Feedback Collection: Engages with students to gather feedback and maintain transparency.

### **8. Joint Secretary (Equality, Diversity, and Inclusion (EDI) )**

8.1 Policy Development: Works on strategies to ensure inclusivity across all Council activities.

8.2 Support: Provides support to marginalized groups.

8.3 Training & Workshops: Conducts sensitivity and diversity training for Council members and student groups.

8.4 Monitoring: Ensures policies and events align with diversity and inclusion goals.

### **9. Joint Secretary (Academic Affairs)**

9.1 Academic Representation: Represents students in academic policymaking forums and committees.

9.2 Grievance Redressal: Addresses academic related issues (e.g., exam schedules, grade appeals).

9.3 Resource Management: Ensures access to learning resources and facilities.

9.4 Faculty Collaboration: Liaises between students and faculty to enhance academic experiences.