

**JAIPURIA INSTITUTE OF MANAGEMENT**  
**NOIDA**



# **Student Excellence Council Policy**

## **Student Excellence Council**

### **Roles and Responsibilities of various position holders in all Clubs/Committees**

#### **Student Council - President**

- He /She will be overall responsible for the smooth functioning of the Clubs/Committees and all the activities connected with it.
- He /She will be directly responsible to the faculty coordinator of the Clubs/Committee and respond promptly to the instructions/directions given from time to time.
- He /She will be responsible for choosing /selecting a guest(s) for a particular activity/event in consultation with the faculty coordinator and will ensure the proper dispatch of invitation and check its receipt from the guest on phone/mobile and confirm to the faculty coordinator.
- He /She will prepare the estimates of fund requirement for each activity under guidance of the faculty coordinator.
- He /She will be the 'Master of Ceremony' for a particular event/activity of the Club/Committee, ably assisted by the member(s) nominated for the purpose.

#### **Club Committee- President / Vice President**

- He /She will be directly responsible to the SEC President and ensure proper attendance of all the members during all the activities of a Club/Committee.
- The attendance thus taken, during an activity will be put up by him/her for the counter signature of the president and faculty coordinator and then forward it to examination department for the credit points.
- He / She will be responsible for receiving and seeing off the guest(s) for all the activities conducted by the Club/Committees and will be assisted by the designated members.

The Council consists of student representatives selected by the faculty panel. An ideal representative should be willing to move the extra mile and contribute in the success of institute. They should be true representatives of student community and should put forth the issues for the best interest of institute and student community in general.

Students are the main driving force for success and growth of any institute. SEC plays a very important role in achieving this goal and making institute more vibrant, happening and takes it to new heights of success. Representatives of student body are pillars of SEC. They are a link/bond and interface between the management, staff and students. They bridge up the gaps for better understanding and coordination. The Chief Officers will be chosen from amongst the Final Year Students. Following would be categories in which student representatives will head the SEC and fulfill their responsibilities towards the Council, Management & Students.

1. **Student Affairs Committee:** Main aim of this committee is to handle all students related matters and personal & professional grievances of the students. This centre will have 5 members' students' team and 1 staff coordinator –headed by Assistant Dean-Student Affairs and Student affairs committee. This committee will review the work of all clubs/ committees and handling student's issues related to clubs/ committees, hostel, admin, mess, SIP, placement etc. Student Body will meet once in a month and will interact with students and discuss students' related matters. This committee will compile all the matters and forward it the student affairs committee every month. Once in Month, brief SEC meeting will be scheduled to know the status of various events and challenges faced.
2. **Admissions Committee:** This committee will be responsible for supporting admission process in the institute. Admission would include, help in drafting creative advertisements, help in making brochure and innovative ideas towards the admission process to attract the students. It will also include making hospitality & entire arrangements during the visit of the prospective student on campus etc. Planning events, developing leads in various prospective markets etc will be the responsibility of this committee.
3. **International Relations Committee:** This committee will have to find out the different MOU's that would benefit them for the student exchange program collaborating with their respective institutes. Also they could enquire regarding the visits to for attending the international conferences for the students. Their responsibility will also include inviting foreign delegates for sessions/ events/ seminars and conference. Students can also organize different country events and international student's day for a wider and brighter scope of understanding the traditions, cultures and values of different countries.
4. **Centre for Entrepreneurship and Family Business including E-Cell:** This Cell would like special attention. Students who have brilliant ideas of starting their small businesses and operations can be guided. This would bring about the qualities of all the four specializations and

mental ability to think and crack the jack. Institute can also collaborate with NEN and WADHWANI to help, support, coordinate and guide for the same.

5. **CSR Committee:** This committee will handle the events as a socially responsible citizen of India. It will include events like Blood Donation Camp's, candle march as a tribute to soldiers, public awareness program on streets (street plays), children's day celebration at an orphanage, natural calamity, donation of old clothes and books etc. Also they could indulge in adopting a village and organizing Social Development Projects (SDP's) etc.
6. **Alumni Committee:** The committee will wholly be responsible for maintaining relationship with the alumni of institute. They shall be invited for events, seminars, and alumni enriching events etc. as well as to mentor the students as and when required. A complete and whole updated data of the same shall be maintained by each institute and also a new initiative such as JIM Alumni page on LinkedIn, Facebook etc should be incorporated. The committee will be responsible for communication with alumni and strengthening the relationship with them. This committee will work closely with Placement Committee.
7. **Disciplinary and Grievance Redressal Committee (including Anti Ragging Committee):** This committee will have the responsibility of maintaining proper conduct of students in campus and off campus. It will also deal with the disciplinary issues in the hostel and other parts of the institute in the working as well as non-working hours. Main objective is to handle student's grievances/issues and review/revise students code of conduct and student's rights in the campus. The Committee will also be a part of any Enquiry Committee probing any act of indiscipline.
8. **Hostel Affairs Committee (including Evening forums):** This committee is formed for managing issues related to mess and hostel accommodation of students. This committee will be responsible to review hostel maintenance, food quality and other services. This committee will help to get the grievances of the students to the management in specific to infrastructure, hostel issues or any other as the case may be. Hostel welfare, student activities in mess, celebrations and festivals will be monitored by this committee.
9. **Media, Public Relations and IT Committee:** This Committee will be overall responsible for managing relations with outside media to improve the image of institute and to ensure that the timely flow of communication happens with the other external stakeholders. This committee will be responsible for the media actions, public relations and IT issues on campus and off campus. Media & PR will mainly deal with involvement of media in different forms. They would also be responsible for handling pre and post coverage of media for the events happening on or off campus with proper coordination from the Corporate Relations Committee team. The

responsibilities under the head of IT will include updating the institute website, be in constant touch with the IT administration for the logins of the students, check on the ethical use of the website and internet in the college working and non-working hours. It would also include handling college links and blogs on different social websites like Facebook, Twitter, PagalGuy, and LinkedIn etc.

10. **Events Committee:** This committee will promote outside campus participation of students. Shortlists some major inter college events. Select, prepare & regularly nominate students. Encourage students for Inter College Competition—IIMs, ISB, IITs etc. and increase student's participation/engagement in various conferences, conclaves, events etc in college. Committee is designed to promote health, physical wellbeing and the acquisition of physical skill development. Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play. Club is formed to make available to students opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills. Staff, faculty and alumni may attend practices and instructional classes but not participate in organized competition.
11. **Cultural committee: Music Art Culture club (KASTURI): Spiritual Talks, Yoga, Art of Living & SPIC MACAY events (Including Festival/Celebration club):** Kasturi, the Music, Art and Culture Club of Jaipuria Institute of Management, Noida has been established with the broad purpose of fostering a spirit of music and culture among the students. This would enable students to look beyond academic endeavor and appreciate the subtle aspects of life thereby developing a holistic personality. Specifically, it aims to enhance understanding of the rich Indian heritage among students by providing exposure to classical music, dance and art forms to sensitize students about the need for exploring their inner self to promote the talent of students in the field of dance and music by offering them an appropriate platform to showcase these

12. **Placements Committee:** This committee has to be highly pro-active, positive and enthusiastic person. He / she should be very good at communication, presentation, behavior, respected amongst students, motivator and high on ethics. This student will be interacting with the companies for job opportunities and exploring new companies in different ways. The Placement Committee will work closely with Corporate Relations Committee and will try to convert the prospective companies provided by Corporate Relations Committee for placement and internship purposes. The team should also engage companies for LIVE Projects, small assignments etc. with assisting for final placements and internships, in addition to making recruiter's guide, placement brochure etc. The committee will be responsible for facilitating and campus recruitment drive either for final placement or for Summer Internships.
13. **Academic Program Committee:** The committee will help in maintaining the discipline & decorum during the class hours with respect to attendance, proper grooming and uniform/formal wear, students carrying ID cards; encourage the students for newspaper reading & gyan sessions. They would also deal with checking and informing whether the classes are happening as per the session plans, helping the PGP team in Academic Audit etc. Also they would help the coordinators with respect to the different classes held, feedback of students, any extra sessions or activity based study required for the class. They would also coordinate with the PGP Chairperson / Dean / CRC Team to arrange for lecture by Eminent Academicians as well as

industry people for visiting / guest sessions. The Academic Program Committee will be responsible for offering assistance in all program and all courses running in campus. The committee will also be responsible for activities of various functional clubs in the institute as well.

14. **Research & Publication Committee (Includes VERBA JIM):** Research is becoming an integral part of the education system. It encourages the students to work on projects in a more scientific and logical way. This committee would help in publishing in-house magazines with intellectual research papers and articles from students & faculty. Also it would update on the current affairs and the general knowledge tips as required by all

## **MANAGEMENT CLUB**

**Academic clubs would be mainly six as mentioned below:**

- **Human Resource Club:** Activities relating to HR will be held here like quizzes, thoughts, reviews, events, seminars etc. This can be on a class level as well as college level and if deserving at a university level.
- **Marketing Club:** Activities relating to Marketing will be held here like quizzes, thoughts, reviews, events, seminars etc. This can be on a class level as well as college level and if deserving at a university level.
- **Finance Club:** Activities relating to Finance will be held here like quizzes, thoughts, reviews, events, seminars etc. This can be on a class level as well as college level and if deserving at a university level.
- **Operations & IT Club:** Activities relating to Operations will be held here like quizzes, thoughts, reviews, events, seminars etc. This can be on a class level as well as college level and if deserving at a university level.
- **Communication Club:** Activities relating to communication club will be held here like quizzes, thoughts, reviews, events, seminars etc. This can be on a class level as well as college level and if deserving at a university level.
  
- **Analytics Club:** The mission of the Business Analytics Club is to develop a stronger understanding of analytics practice, going beyond what is taught in the classroom. More specifically, the Analytics Club sets out to Encourage and support relationships between students and industry leaders Encourage, evaluate, and report innovative approaches in the current and potential uses of business analytics promote the professional advancement of members