

DFA
Student Affairs Branch

Subj: **Student Council Policy 2026**

1. Student Council is a representative body of Students that serves as a bridge between students, faculty and administration. Its purpose is to promote student welfare, leadership, professional development, discipline and a positive academic environment.

2. **Objectives: -**

- a. **Student Representation** for suggestions, feedback and communication between students & institution leadership.
- b. **Academic Support** for encouraging peer learning, study groups, mentoring, educational activities, feedback on curriculum and learning resources.
- c. **Professional Development** to develop professionalism, ethics, communication skills and leadership among student through organizing workshops, seminars and career guidance activities.
- d. **Student Welfare** through social and personal wellbeing also address issues related to facilities, accommodation, transport and student's services.

3. **Student Council Members: -**

- a. Student Council members, office bearer and proceedings detail is attached as Anx "A" to this paper.
- b. **Eligibility Criteria for Student Council Member**
 - (1) All students studying in the class
 - (2) Attendance in all subjects of that class > 75%.
- c. **Ineligibility Criteria for Student Council Member**
 - (1) Detained student in any class.
 - (2) Passed in supplementary exam in last exam
 - (3) Written warning / explanation within last 2 years.
- d. Eligible student will be elected by class students through secret voting.
- e. Election will be conducted by Election Commission; **Composition of Election Commission** is as follows: -

President	:	Dy CE / VP
Members	:	Dean IOD
		Dean SHaPE
		Dir SAHS
		CNI ION
Secretary	:	AD SAB
- f. **Election Schedule: -** will be announced by Election Commission after approval of CE/Principal.
 - (1) Election date, time, venue and rules will be announced in advance.
 - (2) Dead line of nomination papers will be announced.

g. **Election Process:** - Members of election commission will conduct election through secrete voting in their respective schools/discipline.

- (1) They will nominate their teams for election in respective schools/discipline.
- (2) Members will conduct elections at respective schools for transparency and impartiality as following: -
 - (a) Collection of Applications from eligible candidates.
 - (b) Scrutiny of candidate's applications.
 - (c) The list of eligible candidates to participate in election will be announced.
 - (d) The conduct of election must be secret voting system.
 - (e) The result having total casted votes, rejected and accepted votes will be confidentially shared with AD SAB.
- (3) AD SAB will compile total result for final approval of president and perusal by CE/Principal.
- (4) Appeal for any grievous/complaints about election will be submitted to CE/Principal. Decision of CE/Principal will be final and cannot be challenged at any forum of Law.

4. **Key Responsibilities of office bearers: -**

a. **President: -**

- (1) Provides overall leadership
- (2) Represents students before college administration
- (3) Chairs council meetings
- (4) Ensures implementation of council decision
- (5) Coordination of all office bearers.

b. **Vice President: -**

- (1) Assists president.
- (2) Acts in absence of president
- (3) Supervise assigned tasks
- (4) Helps resolve student concerns

c. **General Secretary: -**

- (1) Handles day to day council affairs.
- (2) Prepare agenda of minutes
- (3) Maintains official correspondence
- (4) Coordinate meetings
- (5) Follow up on decisions

d. **Joint Secretary: -**

- (1) Assist the General Secretary
- (2) Maintain Records
- (3) Coordinates with class reps & committees
- (4) Performs delegated duties

5. **Resignation from Seat/Appointment:** - If the office bearer/student council member wants to resign, he/she should submit formal resignation to Election Commission, for approval. Vacant seat will be filled through by election.

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Assistant Director (Student Affairs)
Dr. Rab Nawaz Khan SI(M), (Retd)