

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.


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

STUDENT COUNCIL

➤ Composition

Cat		Members	No of Members
Admin Member		AD Student Affairs Branch (SAB)	1
Students	MBBS	1x Rep from every year	5
	BDS	1x Rep from every year	4
	SAHS	1x Rep from every discipline	5
	ION	1x Rep from every year	4
Total Members			19

➤ Office Bearers

- President - MBBS Student (Final Year)
- Vice President - BDS Student (Final Year)
- General Secretary - Student from SAHS (Final Year/Semester DPT)
- Joint Secretary - Student from ION (Final Semester)

- Frequency of meeting - On Quarterly Basis (Jan, Apr, Jul, Oct) / as and when called by College Admin

➤ Proceedings

- Minutes of Meeting will be prepared by president and provided to AD SAB.
- AD SAB will circulate and obtain feedback from all concerned department.
- Feedback to students will be provided by AD SAB during next meeting.