



BMU STUDENT COUNCIL POLICY

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1. INTRODUCTION :

The Student Council serves as a bridge between the student body, university faculty and administration for fostering collaboration, leadership development, and effective communication. The council represents student interests, promotes engagement, and organizes activities to enhance academic and extracurricular **abilities**.

2. POLICY PURPOSE:

To establish a framework for the formation and management of the Student Council as an autonomous representative body functioning under the broader administrative structure of the institution. This policy ensures ethical practices, fairness and adherence to institution's mission, vision and values.

The formal implementation of operational guidelines, including the election process, roles and responsibilities, code of conduct, decision-making mechanisms, and regular monitoring to ensure accountability and continuous improvement.

3. SCOPE

This policy applies to all students enrolled in undergraduate programs of the Baqai Medical University. The policy aims to empower undergraduate students through structured leadership opportunities while promoting their academic and social interests.

4. BMU MISSION AND VISION

VISION: To become leading nucleus for higher learning, socially accountable and focused on producing accomplished healthcare professionals for national and global service.

MISSION: To cultivate competencies in graduates through knowledge dissemination, innovation, leadership development, technological advancements, and societal contributions through commendable service.

5. OBJECTIVES OF STUDENT COUNCIL

- Uphold integrity, transparency, and inclusivity.
- Facilitate active student participation in decision-making.
- Strengthen collaboration between students, faculty, and university management.
- Organize activities to develop leadership and interpersonal skills.
- Address student concerns in a structured and respectful manner.
- Foster a culture of sustainability and innovation within council initiatives.

6. CORE VALUES OF BAQAI MEDICAL UNIVERSITY

- Lifelong learning/knowledge
- Professionalism
- Ingenuity
- Innovation
- Ethical practice
- Collegiality
- Perseverance
- Evidence-based practice
- Effective communication

7. STUDENT COUNCIL UPHOLD FOLLOWING VALUES

- **Participation:** Represents all undergraduate departments and programs (excluding graduate programs)
- **Transparency:** Conduct fair elections and openly communicate council decisions.
- **Accountability:** Uphold ethical behavior and responsible management of resources.
- **Student-Centric Approach:** Prioritize student needs and interests in all council activities.
- **Communication:** Establishes clear and effective channels for student engagement and feedback.

7. ORGANIZATIONAL FRAMEWORK

7.1.1 TOTAL MEMBERS:

- **Core Leadership (4 Members):**

- President: 1
- Vice President: 1
- General Secretary: 1
- Treasurer: 1
- **Program Representatives:** 1 representative from each year of every undergraduate degree program.

7.1.2 Justification

- Ensures equal representation across programs.
- Promotes collaboration and leadership development opportunities.

7.2.1 PATRON

The Patron plays a pivotal role in ensuring the success and proper functioning of the Student Council. The recommended qualifications, responsibilities, and expectations for the Patron are outlined below:

7.2.2 Qualifications

1. A senior academician who is alumni of Baqai Medical University.
2. Should have proven track record in leadership, student mentorship, or administrative roles.
3. Must have qualities of neutrality, impartiality, and a commitment to fostering student leadership.

7.2.3 Responsibilities

1. Provide strategic mentorship to the Student Council.
2. Oversee council elections in line with university policies.
3. Act as a communication bridge between the council and administration.
4. Attend council meetings and address members quarterly.
5. Ensure that the council activities align with the university's mission and values.
6. Support council initiatives by advising on resource allocation and logistical challenges.

7.2.4 Expectations

1. Serve as a role model in professionalism and ethics.
2. Remain unbiased in decision-making.
3. Foster inclusivity and equal representation.
4. Provide a written annual report summarizing the council's performance, achievements, and areas for improvement to the university administration.

7.3 ELIGIBILITY CRITERIA OF CORE MEMBERS

1. President and Vice President: Final-year students.
 2. Secretary and Vice Secretary: Third or Fourth year students.
 3. Committee Executive Heads: Second or third year students.
 4. Deputy Executive Heads: Second to fourth-year students.
- All candidates must maintain a minimum GPA of 3.3 or 75%.

7.4 ROLES AND RESPONSIBILITIES OF CORE MEMBERS

1. Foster Inclusivity:
Create and maintain an inclusive, supportive, and respectful environment for all students.
2. Conflict Resolution:
Address student conflicts impartially and ensure effective resolution in accordance with university guidelines.
3. Activity and Event Management:
Plan, organize, and execute activities and events based on the needs, interests, and welfare of the student body.
4. Policy Compliance:
Ensure strict adherence to council regulations, university codes of conduct, and institutional policies.
5. Representation:
Act as the official representative voice for student concerns, ideas, and feedback to the university administration.

6. Resource Management:

Oversee and manage allocated resources responsibly for student activities and initiatives.

7. Institutional Bridge:

Establish and maintain an official student organization that strengthens communication between students and university management.

8. Rule Implementation:

Support and ensure the effective implementation of university rules, regulations, and policies within the student community.

ROLES AND RESPONSIBILITIES OF EACH POST

- President
- Vice President
- Secretary
- Treasurer

7.5 PRESIDENT

- **Role:** The President acts as the leader of the Student Council, responsible for overall management, direction, and representation of the council.
- **Responsibilities:**
 - Represent the council at university forums and external events.
 - Oversee the planning and execution of council activities in alignment with the university's mission and vision
 - Act as the primary liaison between students and Liaison Officer.
 - Lead council meetings, setting agendas, and ensuring the achievement of objectives.
 - Assist in conflict resolution within the council and the student body.
- **Accountability:** Accountable to the university administration for council performance and adherence to policies.

7.6 VICE PRESIDENT

- **Role:** The Vice President assists the President and assumes leadership responsibilities in their absence
- **Responsibilities:**
 - Support the President in planning and executing council activities.
 - Coordinate with program representatives and council committees.
 - Ensure smooth functioning of all council operations.
 - Lead specific initiatives or projects as assigned by the President.
- **Accountability:** Responsible for maintaining continuity of leadership, ensuring affectivity, and successful execution of assigned tasks and projects

7.7 GENERAL SECRETARY

- **Role:** The General Secretary serves as the administrative coordinator of the Student Council and is responsible for maintaining communication, and operational organization within the council.
- **Responsibilities:**
 - Prepare agendas and minutes for council meetings.
 - Maintain records of council activities and decisions.
 - Manage correspondence with university departments and external entities.
 - Oversee and facilitate the council election process, ensuring compliance with all university rules and procedures.
 - Manage logistical arrangements for events and programs.
- **Accountability:** Ensures transparency, organized record-keeping, and the smooth execution of council operations. All documentation and communications must be maintained with integrity and made available for review by the university administration when required.

7.8 VICE SECRETARY

Role: The Vice Secretary acts as the Secretary's representative in their absence, assist the secretary in maintaining communication, and operational organization within the council.

Responsibilities:

- Maintain a record of feedback, concerns, and suggestions from students.
- Maintain an organized record of all official documents, proposals, and correspondence.
- Confirm attendance and communicate meeting times and locations to members.
- Track progress and follow up on action items.

Accountability: Responsible for transparent and operate with integrity, ensuring fair representation of student interests, declare conflicts of interest when involved in council decisions.

7.9 TREASURER

- **Role:** The Treasurer acts as the financial manager of the Student Council, overseeing all monetary matters to ensure financial integrity and accountability.

- **Responsibilities:**

- Manage budgets for all activities and events in alignment with approved financial plans.
- Prepare and present periodic financial reports to the Liaison Officer and Patron
- Organize and supervise fundraising activities.
- Coordinate with the university's finance department to ensure timely disbursement of funds and accurate receipts.

- **Accountability:** Responsible for transparent and ethical financial management maintaining clear records, and ensuring that all financial practices comply with the university's policies

7.10 EVENT MANAGER

- **Role:** An Event Manager is selected by core members for each event to ensure successful planning and execution.

- **Responsibilities:**
 - Coordinate all activities related to a specific event.
 - Assign duties to members involved in the event.
 - Oversee event registration and participant conduct.
 - Ensure all logistical and operational aspects are handled efficiently.
 - Execute additional tasks as directed by higher authorities.
- **Accountability:** Accountable for the success and compliance of the event with council guidelines.

7.11 PROGRAM REPRESENTATIVES

- **Role:** Program Representatives serve as the voice for students in their respective program years.
- **Responsibilities:**
 - Represent the interests and concerns of students in their program year.
 - Communicate council initiatives and gather feedback from students.
 - Act as a bridge between students and the council.
 - Participate actively in council activities and meetings.
- **Accountability:** Ensure effective representation timely and transparent communication and representation of their program's student body within the council.

7.12 LIAISON OFFICER :

Role: The Liaison Officer serves as the key bridge between the Student Council and the Patron. The overall leader of the Student council, who is responsible for overseeing and managing all activities, should maintain proactive communication and ensure alignment of student initiatives with institutional policies and objectives.

Responsibilities:

- Plan and outline the events presented by the council and get it approved by the Patron.
- Discuss the approved event with the treasurer for budget management.
- Ensure that each member of the club is familiar with their specific responsibilities.

- Establish a management team for each individual event, dividing the team into various departments, each led by a different head.
- **Accountability:**
- Liaison Officer should submit a review report after each event to the Patron.

8. POLICY IMPLEMENTATION PROCESS

- Draft policy collaboratively with committee input.
- Submit the finalized policy draft to the Board of Governors for formal review and approval.
- Conduct annual student council elections through fair, transparent, and unbiased processes, ensuring maximum student participation and representation.
- Continuously monitor council activities, collect feedback from students, and integrate suggestions for improvement.
- Ensure compliance with sustainability practices and ethical guidelines.

9. CODE OF CONDUCT

Expectations

- Act respectfully, responsibly, and ethically.
- Sign a pledge to uphold the council's values and regulations.
- Avoid conflicts of interest and maintain confidentiality.

Procedures

- Misconduct (e.g., violence, dishonesty, property damage) may lead to disciplinary action, including suspension from Student Council.
- Any involvement in political, religious, or ethical influence during the elected term shall result in immediate disqualification.
- Warnings issued for minor breaches.
- Investigations for serious violations, followed by formal hearings.

10. MONITORING AND EVALUATION

- Conduct quarterly reviews of council activities.

- Collect feedback from students and faculty to assess effectiveness.
- Ensure compliance with policy through periodic audits.

11. ELECTION FRAMEWORK

To expand on the existing election framework:

- **Nomination Procedures and Eligibility Checks:**
 - Candidates must complete detailed nomination forms and thorough background reviews to confirm eligibility (e.g., GPA, percentage).
- **Campaign Guidelines:**
 - Ethical campaigning (e.g., fair promotion, no defamation).
 - Campaign materials should be pre-approved by the Student Council Advisor or Election Oversight Committee
- **Voting Method:**
 - Secure online voting system or secret ballot to ensure fairness.
- **Dispute Resolution:**
 - Establish an Election Oversight Committee to handle grievances.

12. INCLUSIVITY AND REPRESENTATION

- Ensure representation of diverse student groups, including:
 - **International Students:** Reserved council seats or committees to address their unique concerns and integration.
 - **Students with Disabilities:** Appoint dedicated representatives to advocate for accessibility and inclusion.
 - **Minority Groups:** Ensure proportional representation to foster diversity.

13. TERM LIMITS

- **Duration:** Council members serve for one academic year.
- **Re-election:** Members may be re-elected, with a maximum of two consecutive terms.

14. STUDENT FEEDBACK MECHANISM

- Strengthen existing mechanisms by:
 - Anonymous online surveys for continual feedback.
 - Monthly **Meeting** to discuss student concerns openly.

15. DISCIPLINARY PROCEDURES

- **Appeal Rights:**
 - Council members can appeal decisions to the Patron or a designated committee.

16. FINANCIAL ACCOUNTABILITY

- **Periodic Financial Audits:**
 - Semi-annual reviews by the Finance Department.
- **Spending Cap:**
 - Clear limits on council activity and campaign budgets.

17. COLLABORATION WITH EXTERNAL ENTITIES

- Permit partnerships with:
 - **NGOs**, for community initiatives.
 - **Local Government Bodies**, for policy discussions and development projects.
 - **External funding sources** for eligible council projects, maintaining transparency.

18. SUSTAINABILITY INITIATIVES

- Promote environmentally friendly council initiatives:
 - **Green Events:** Encourage minimal-waste practices.
 - **Awareness Campaigns:** Educate on environmental sustainability.

19. EMERGENCY AND CONFLICT RESOLUTION POLICIES

- **Emergency Situations:**
 - Contingency plans for pandemics, natural disasters, or unforeseen events.
- **Conflict Resolution:**

- Mediated discussions for intra-council disputes.
- Collaboration with administration for unresolved issues.

20. REPORTING AND DOCUMENTATION

- **Annual Report:**
 - Summary of activities, achievements, and financial expenditures.
- **Meeting Records:**
 - Minutes of council meetings shared with the administration.
- **Public Updates:**
 - Quarterly newsletters to update the student body.

21. DEFINITIONS

- **Student Council (SC):** A representative body of students elected or appointed to voice student concerns and organize activities.
- **Patron:** A faculty or administrative leader responsible for overseeing and guiding the council.
- **Coordinator:** The primary point of contact within the council, ensuring smooth functioning and event management.
- **Treasurer:** Responsible for financial reporting and coordination with the university's Finance Department.
- **Event Manager:** Leads planning and execution of individual events.
- **Student:** Any individual officially enrolled in an undergraduate program at the university.
- **Faculty:** Academic staff responsible for teaching, mentoring, and guiding students.
- **Administration:** University officials and staff responsible for managing institutional operations and providing support to students and faculty.
- **Political Activity:** Any action, campaign, or initiative that promotes or opposes political parties, candidates, ideologies, or agendas, whether on or off campus.

