
	HITEC-Institute of Medical Sciences	
	SOP for Selection Policy And Job Description Of Student Representatives	
	DOCUMENT #: SA-SOP-15	ISSUE # 01

Standard Operating Procedure for Selection Policy and Job Description of Student Representatives

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1.0 PURPOSE:

1.1 The purpose of this procedure is for selection policy and Job Description of Student Representatives.

2.0 SCOPE:

2.1 This procedure is applicable to MBBS students and Class Teacher.

3.0 ABBREVIATIONS:

CR Class Representative
 GR Girls Representative
 HOD Head of Department

4.0 RESPONSIBILITIES AND AUTHORITIES:


4.1 Principal
 4.2 Vice Principal
 4.3 HoD from any department
 4.4 Class Teacher.
 4.5 Manager Student Affairs

5.0 General:

For the purpose of this document Student Representative means Class Representatives (CR) and Girls Representatives (GR) of 1st to final year MBBS students at HITEC-IMS. As a formal recognition of the importance of the role, HITEC-IMS will provide a reference letter to each Student Representative upon completing their course. The letter will include details regarding the student's contribution as a Representative.

5.1 SELECTION AND REPRESENTATION

- 5.1.1 Student Representatives (CR &GR) will be selected from each class.
 5.1.2 The position of "student representative" is limited to each year only.

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- 5.1.3 Selection will be held within the first two week of the new academic session of each year.
- 5.1.4 The selection of class representatives for first year will be on recommendations of the class teacher.
- 5.1.5 The selection in second, third, fourth and fifth will be on merit of the last professional exam. The boy and girl student on top of the merit list will be offered the position. In case they refuse then student next in the list will be considered.
- 5.1.6 The class teacher/college reserves the right to intervene during the selection in case it is perceived that the interests of the class is under threat of misrepresentation.

5.2 FUNCTIONAL AND ADMINISTRATIVE SUPPORT AND REPORTING

- 5.2.1 Student Representatives will be supported and report to the following:
 - Academic & Administrative Management
 - Class Teachers
 - Department of student Affairs
 - Faculty office bearers of various societies supported by student representatives of these societies.


5.3 STUDENT REPRESENTATIVES WILL BE RESPONSIBLE FOR:

5.3.1 MAINTAINING A RAPPORT, OFFICIAL COMMUNICATION, AND ADDRESSING OF STUDENT ISSUES:

- Be a voice for the students to ensure that they have a qualitative learning experience at HITEC-IMS.
- Actively engage students within class and campus to enhance all students learning experience and enhance their skills.
- Act as a liaison between the students and the academic leaders.
- Assist in the dissemination of information within relevant class and campus, when requested by the college.

5.3.2 SUPPORT & COMMUNICATE COLLEGE DISCIPLINE POLICIES TO THE FELLOW CLASSMATE

- Assist class teachers in maintaining a Whats App group with students of the class.

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- Support the college in maintenance of discipline in the class and setting a good example for the class in both academic and non-academic areas.
- Remain well aware of all policies relating to academic and student support and direct students to respective departments for any support needs.

5.3.3 REPRESENTING THEIR CLASSMATES AT VARIOUS FORUMS


- Represent your class at student forums, college academic and administrative forums when asked by the college administration.
- Act as a key contact between staff and the fellow class members regarding class health and safety and student welfare needs.
- Make positive contributions in relevant meetings
- Communicate new ideas and concepts with College teams in the best interest of students.
- Identify any learner needs not being addressed and communicate with the college.
- Act as a student representative for external audits and quality purposes.
- Ensure that your classmates are properly represented and completely informed.

5.3.4 FACILITATING CO-CURRICULAR ACTIVITIES:

- Coordinate with faculty office bearers of student societies.
- Assist the students and incharge in co-curricular activities like debates, sports week etc.
- Forward the class function/Excursion trip requests.
- Contribute to the organization of events (field trips, celebratory events etc.), with the supervision and guidance of the college

5.3.5 OTHER DUTIES ASSIGNED BY COLLEGE ADMINISTRATION

- Maintain confidentiality and adhere to data protection of any shared information.
- Carry out any other task assigned by the college administration.

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AGREEMENT

It is the responsibility of Student Representatives to fairly, accurately and effectively represent their classmates. Student Representatives are expected to become aware of the issues concerning the students they represent and communicate these issues appropriately.

- By signing below, the Student Representative agrees to the responsibilities of the college and of the Student Representatives in working within the values of the college towards enhancing student experience.
- Student Representatives are subject to the same rules and regulations as other students in the college. Being a Student Representative does not afford the Representative any academic or personal privileges not given to other students.
- However, the Student Representatives perform a critical and highly-valued role within the college. Representatives are indispensable to the college's support and enhancement of the student journey.

NAME: _____
ROLL #: _____
CLASS: _____
SESSION: _____
DATE: _____