



# **YBN UNIVERSITY**

Established by the Act of Government of Jharkhand Act 15, 2017  
Gazette Notification No. 505, Dated 17th July 2017  
As per Section 2(f) of UGC Act. 1956

## **STUDENTS' COUNCIL MANUAL**

**2025-2026**



**RAJAULATU, NAMKUM, RANCHI, JHARKHAND-834010**



**DSW (I/C)**  
**YBN University, Ranchi - 10**

## **Message from the Desk of Vice-Chancellor**

Greetings of the day!!!

It is with great pride and optimism that I address the members of our Students' Council. The Council is a vital pillar of our University's democratic and participatory framework, providing students with an opportunity to develop leadership, teamwork, and a sense of social responsibility.

In today's world, the role of student leaders extends far beyond representing their peers. It involves listening with empathy, acting with fairness, and working with a vision that embraces inclusivity and innovation. The Students' Council is entrusted with the task of not only amplifying student voices but also upholding the values and traditions that define our University.

I encourage each member to lead with integrity, to engage constructively with the administration and fellow students, and to initiate projects that contribute meaningfully to the academic, cultural, and social vibrancy of our campus. Let your actions reflect the highest ideals of service, cooperation, and excellence.

May your tenure in the Students' Council be a journey of growth, collaboration, and lasting contributions to our University.

**Prof.(Dr.) Satyadeo Poddar**

Vice-Chancellor

YBN University, Ranchi-10

Email: [vc@ybnu.ac.in](mailto:vc@ybnu.ac.in)



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## **Message from the Desk of Dean Students' Welfare**

Dear All  
Greetings!!!

It gives me immense pleasure to extend my warm greetings to all students and prospective members of the Students' Council. The Council is not merely a representative body; it is the voice, vision, and spirit of our student community. It serves as a platform to cultivate leadership, foster collaboration, and encourage meaningful participation in the life of our University.

As members of this esteemed body, you carry the responsibility of upholding the values of integrity, inclusiveness, and service. Your role is to work collectively for the welfare of your peers, to strengthen the bridge between students and the administration, and to initiate activities that enrich both academic and extra curricular life on campus.

I urge you to approach your duties with dedication, open-mindedness, and a deep sense of accountability. Let your initiatives inspire others, and let your conduct reflect the highest standards of our University's ethos.

Together, let us create an environment where every student feels heard, valued, and empowered.

My best wishes to the YBN University Students' Council for a productive and inspiring tenure.

**Dr. ARTI GUPTA**

Dean Students Welfare

YBN University, Ranchi-10

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## **Vision**

To empower students as responsible leaders and active contributors to the academic, cultural, and social life of YBN University, fostering a community built on inclusivity, innovation, and mutual respect.

## **Mission**

The Students' Council of YBN University is committed to:

- 1.1 Promoting student leadership, engagement, and holistic development through diverse programs and activities.
- 1.2 Collaborating with university administration to improve student welfare and campus life.
- 1.3 Encouraging participation in academic, co-curricular, and social initiatives that build responsible citizens and future leaders.
- 1.4 Upholding the values of unity, discipline, and service in every endeavor.
- 1.5 To foster fellow feeling and disciplined way of life among the Students of the University.

## **Preamble**

YBN University Students' Council is a conglomerate of Council, Students Clubs and Committees at YBN University. The Council is a part of University administrative and academic structure unlike an independent union. The Council is devoted to the educational interests and welfare of students while following strict guidelines established by the University Act, Statute, Ordinance and Regulations.

Establishment and name:

- 2.1 There shall be only one Students' Council at YBN University.
- 2.2 The name of Students' Council will be YBN University Students' Council.

## Declaration

3.1 The Students' Council will not act independently under any circumstances. Any new agenda is presented to University Administration in the form of written report and is not acted upon unless approved. Only the Core team are responsible for formal contacts between the Students and the University Administration and are required to get the approval from authorities before conducting any activity in the University Campus.

The guidelines mentioned in this manual are intended to provide practical guidance to students' council members in the establishment and operation of the students' council.

## Role of Students' Council

Role of Students' Council include:

- 4.1 To foster effective communication and collaboration among students, administration and staff.
- 4.2 To create and maintain an environment that nurtures both educational excellence and personal growth.
- 4.3 To encourage friendship, mutual respect, and a spirit of cooperation among students.
- 4.4 To assist the administration and staff in the continuous development and progress of the university.
- 4.5 To represent and articulate the collective views, concerns, and interests of students on matters of general importance to them.
- 4.6 A Students' Council will identify activities that it would like to be involved in organizing, although the final decision on the activities of a Students' Council should be agreed with university administration.



- 4.7 The Students' Council is refrained to discuss or involve in matters relating to professional affairs of university administration or to become involved in issues that fall under the professional competence.
- 4.8 To provide constructive suggestions to the University Administration on programmes related to Students' Welfare and on other significant matters pertaining to the effective functioning of the University.
- 4.9 Students' Council members shall nominate candidates for the position of President of the respective Clubs.

## **The Students' Council and the Administration**

- 5.1 The university shall establish and maintain effective procedures for disseminating information regarding activities and initiatives within the institution.
- 5.2 The university shall actively encourage and support students in forming a Students' Council and shall provide assistance to ensure its smooth functioning once established.
- 5.3 The university shall formulate clear rules and guidelines for the establishment of a Students' Council, including provisions for the selection of its members and procedures for its dissolution, if required.
- 5.4 The university shall play an active role in reviewing and approving the rules governing the meetings of the Students' Council, as well as overseeing the conduct of its affairs.
- 5.5 The administration will give active support to Students' Council in planning and execution of its activities.



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## The Students' Council and the Students

The Students Council represents all students in the university. It is very important that students receive regular information on the plans and activities of the Students' Council and that as many students as possible participate in events organized by the Council. Each member of the Council has a special responsibility and should ensure that their views are brought to the attention of the Council and that they remain fully informed of the Council's activities.

Procedures should be put in place to ensure that all students are fully informed about Council activities. One way of ensuring this would be to provide for regular meetings between individual members of the Student Council. The Council could also carry out a survey of student views on particular issues, or on the role of the Council itself.

## Guidelines for Establishment and Dissolution of Students' Council

The Students' Council will abide by following basic principles:-

- 6.1 The Students' Council shall function under the **Patron ship of the Vice-Chancellor and Chairmanship of the Dean Students' Welfare of the University in collaboration with Academic Council and Management.**
- 6.2 The Student Council shall work to advance the interests of the University and actively encourage student participation in various activities, in close cooperation with the Dean Students Welfare and its faculty members.





- 6.2 The Student Council shall, to the greatest extent practicable, reflect the diversity and representation of the entire student body.
- 6.3 **The Governing Body in consultation with Vice-Chancellor or The Dean Students' Welfare shall reserve the right to dissolve the Students' Council or remove any of its members, in accordance with the provisions of these guidelines. This may take place only in exceptional cases.**

#### **6.4 Establishment**

The university shall ensure that all students are provided, in a timely manner, with a copy of the rules formulated in accordance with these guidelines.

- 6.4.1 Dean Students' Welfare with the approval of Vice-Chancellor shall designate a specific date for the selection of representative(s) to the Students' Council and for its formal constitution.
- 6.4.2 The size and composition of the Student Council shall be determined by the Dean Students' Welfare with the help of Academic Council taking into account both the need for fair representation of the entire student body and the necessity for the Council to operate efficiently. It may not always be feasible for each class to have an individual representative on the Council.
- 6.4.3 Ensuring an appropriate gender balance within the Council shall be treated as a matter of priority.
- 6.4.4 **Students of second year/ 3<sup>rd</sup> Semester onwards, Undergraduate and Postgraduate shall be nominated by the Deans/Principals of constituent Schools/ Colleges under YBN University on the basis of merit in academics, sports, cultural activities and other extra-**

curricular activities in the prescribed manner. **Research Scholars shall not be eligible for membership in the Student Council.**

- 6.4.5 The candidate shall have attained the minimum percentage of attendance (i.e. 75%) or as prescribed by the university from time to time, whichever is higher.
- 6.4.6 The candidate should also not have been subjected to any disciplinary action leading to suspension/expulsion/rustication by the University authorities (VC/Registrar/DSW). He should have never be punished for any act of violence, assaults and use of unfair means in the examination.
- 6.4.7 The selected members of the Students' Council shall hold the position from the date of formation of the Council till the last working day of the academic calendar.
- 6.4.8 The tenure of Students' Council will be one academic session.

## **6.5 Dissolution**

- 6.5.1 Normally a Students' Council stands dissolved as mentioned in 6.4.7 & 6.4.8
- 6.5.2 Vice-Chancellor or The Dean Students' Welfare has the right to dissolve the Students' Council before the completion of tenure of Council (refer 6.3)
- 6.5.3 Circumstances that may require the early dissolution of a Student Council include:
- 6.5.3.1 Where a significant number of members (more than 50%) of the Council have been involved in a serious breach of the university's Students Code of Conduct.
- 6.5.3.2 Where serious irregularities have occurred in the functioning of the Council



- 6.5.3.3 Where the activities of the Council have endangered the welfare of students or the faculty of the university or dignity of the university.
- 6.5.3.4 Where serious financial irregularities have occurred
- 6.5.3.5 Where the YBN University Students' Council gets attached/influenced by any Political Party.
- 6.5.4 The Students' Council may remove any member of the Council for a continuing failure to attend meetings of the Council, or for a lack of commitment to the purposes of the Council, or for stated misconduct (including significant breaches of the university's Students Code of Conduct). Such a decision should be taken on a majority vote of the Council, and the member should be given adequate notice including the reasons therefore, and the opportunity to present his/her case.

## **The Composition of Students' Council**

- |                         |                         |
|-------------------------|-------------------------|
| 1. Patron               | - Vice-Chancellor       |
| 2. Chairman/Chairperson | - Dean Students Welfare |
| 3. President            | -01                     |
| 4. Vice-President       | - 02                    |
| 5. Secretary            | -01                     |
| 6. Assistant Secretary  | -02                     |
| 7. Treasurer            | -01                     |



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**Executive Members of Students Council****Students in Committees**

- |  |      |
|--|------|
| 1. Member, Anti-ragging Committee                      | -02  |
| 2. Member, Internal Complain Committee                 | -03  |
| 3. Member, Students Grievance Redressal Committee      | - 03 |
| 4. Member, Univ. Psychological Counselling Cell        | -01  |
| 5. Member. Equal Opportunity Cell                      | - 02 |
| 6. Member, Socio Economically Disadvantaged Group Cell | -02  |

**Clubs**

- |              |                             |
|--------------|-----------------------------|
| 1. President | - Eco Club                  |
| 2. President | - Sports Club               |
| 3. President | - Cultural Club             |
| 4. President | - Literary Club             |
| 5. President | - Nature & Photography Club |
| 6. President | - Tea Club                  |
| 7. President | - Dance & Music Club        |
| 8. President | - Coding & Robotics Club    |
| 9. President | - Social Media Club         |



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## Functions & Roles of Office Bearers of Students' Council

### 7.1 Patron

- 7.1.1 The Vice- Chancellor shall be the Patron of the Council In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor or the person discharging the duties of the Vice-Chancellor for the time being shall act as Patron.
- 7.1.2 The Patron or his nominee shall address the first meeting of the Council and shall have the right to speak at any subsequent meeting of the Council.
- 7.1.3 The Patron also has the power to modify the by laws and restructure the composition of the Council as and when such change(s) may be deemed necessary.
- 7.1.4 In case of any difficulty arising out of functioning of the YBN University Students' Council or in case of doubt about the interpretation of any of the provisions of the constitution, the decision of the Patron shall be final and binding.
- 7.1.5 The Patron has the power to dissolve the YBN University Students' Council (refer 6.5.2)

### 7.2 Chairman/Chairperson

- 7.2.1 The Chairman/Chairperson shall be the guiding force of the Council and he/she shall preside over the meetings of the Council. However, when Patron is present, he/she shall preside over the meetings.
- 7.2.2 The Chairman/Chairperson shall guide the Council and shall discharge such functions as are entrusted to him/her by the Patron.
- 7.2.3 Every year at the commencement of new Academic session, the

Chairman/Chairperson shall initiate the process to constitute the council.

7.2.4 The Chairman/Chairperson shall be present in the meetings of the Students Council.

7.2.5 To exercise the general supervision over the affairs of the Council.

7.2.6 To bring to the notice of the Patron any resolution or proceedings or act of any of the committees or Office bearers of the council which in violation of the provisions of the regulation or is likely to be prejudicial to the interest of the University.

7.2.7 The Chairman/Chairperson has the power to dissolve the YBN University Students' Council (refer 6.5.2)

### **7.3 President**

7.3.1 The President of the Students' Council shall preside over the meetings of the Council only with the permission and in presence of Chairman/Chairperson.

7.3.2 In the absence of President, the Vice-president shall discharge all the functions of President.

7.3.3 The President shall be responsible to the Council and shall preside/discharge functions entrusted to him by the Council.

7.3.4 All the decisions of the council shall be on majority votes. President in general shall not cast the vote, however, in case of divided opinion with equal votes, president shall cast his vote.

7.3.5 President shall ensure discipline at the council's meeting and the provisions of the regulations are faithfully observed.



**7.4 Vice-President**

7.4.1 The Vice-president shall assist the President in the management of the activities of the council and shall discharge the legitimate duties in consultation with the President.

**7.5 Secretary**

7.5.1 The Secretary shall be responsible for planning, organizing and executing the overall activities of the Council along with other members.

7.5.2 The Secretary shall prepare and maintain the minutes of the meetings of the council.

7.5.3 He/She shall conduct the correspondence on behalf of the council and keep all records thereof.

**7.6 Assistant Secretary**

7.6.1 The Assistant Secretary shall assist the Secretary in the management of the activities.

7.6.2 The Assistant Secretary in the absence of Secretary will discharge the legitimate duties of the Secretary.

**7.7 Treasurer**

7.7.1 The Treasurer is responsible for managing any funds raised by the Student Council and should keep a complete account of all income and expenditure of the Council. The Treasurer should provide the Council with a complete financial report at the end of each activity/program. As a general rule any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a teacher designated for this purpose.

## Filling a Vacancy on the Council

- 9.1 Where a President/Secretary is removed or resigns from Council, or the seat remains vacant for two months the Vice-President/ Asst. Secretary shall take over as President/Secretary only after the approval of Chairman/Chairperson of Council.
- 9.1.1 The vacant post of the Students' Council shall not be filled by the new nominations in the same session.

## Procedure for the Constitution of YBN University Students' Council

### 9.1 Eligibility

- 9.1.1 The candidate must be a regular student of YBN University with a minimum of 75% attendance.
- 9.1.2 Only students from the second year/third semester onwards, at both Undergraduate and Postgraduate levels, shall be eligible.
- 9.1.3 The candidate should demonstrate proven excellence in any field such as Academics, Sports, Cultural, or other Extra-Curricular Activities.
- 9.1.4 The candidate must be physically and mentally fit.
- 9.1.5 The candidate must not have been subjected to any disciplinary action or punishment by the University authorities (Vice-Chancellor/Registrar/Dean of Students' Welfare).





## 9.2 Selection Process

- 9.2.1 Dean Students' Welfare will seek nominations of students for the Officials of Students' Council mentioning Positions.
- 9.2.2 Keeping in view the eligibility criteria (9.1) Deans/Principals will nominate the students from their respective Schools/Colleges . The students will fill form – Annexure-IX which will be forwarded to Dean Students Welfare.
- 9.2.3 Dean Students' Welfare with the approval of Vice-Chancellor shall designate a specific date for the selection of representative(s) to the Students' Council and for its formal constitution. (6.4.1)
- 9.2.4 Each nominated candidate will be allotted five minutes to present his/her views on an assigned topic before the Panel of Judges during the debate
- 9.3.5 Theme of debate will be notified by Dean Students' Welfare.
- 9.3.6 Following the debate, a Group Discussion (GD) will be conducted. The topic will be provided on the spot, and the groups will be constituted by the Panel of Judges.
- 9.3.7 Highest aggregate score will be selected for position of President, followed by second highest to Secretary, third & fourth highest to Vice-President , fifth & sixth highest to Assistant Secretary and seventh highest to Treasurer.
- 9.3.8 Students' Council Oath Ceremony will be announced by the Dean Students' Welfare with the approval of administration.
- 9.3.9 Students' Council members shall nominate candidates for the position of President of the respective Clubs.





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## NOMINATION FORM FOR STUDENTS' COUNCIL OFFICIAL POSITION

(TO BE FILLED UP BY THE STUDENT IN CAPITAL LETTERS ONLY)

1. Name of the Student:.....
2. Department:.....
3. School/College:.....
4. Enrollment No.:.....
5. Semester :..... 5. Session : .....
6. Fathers Name:.....
7. Mobile No.:..... 8. Date of birth:.....
10. Expertise: Academics/Sports/Cultural/ Extra-Curricular Activities (Please Tick)(Attach Proofs)
11. Email Id : .....
12. Category : Gen /SC/ST/OBC
13. Minority : Yes/No
14. Gender : Male/Female
15. State (belong to) : .....
16. Permanent/Present Address : .....

Self attested  
Photograph

I affirm my commitment to discharge my duties to the best of my abilities and to uphold the integrity of the Council. I also undertake that, during the tenure of my nomination, I shall refrain from engaging in any political activities as a member of the Council.

**Signature of the Student**

**Date:**

**Signature with Seal of Dean/Principal**

**Date:**

1. Signature of Faculty (Dept.)

2. Signature of Faculty (Dept.)

\*Note: Deans/Principals will submit the nomination form to Dean, Students Welfare



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