



Maharashtra Cosmopolitan Education Society's

M.A. Rangoonwala Institute of Hotel Management & Research

Affiliated with Savitribai Phule Pune University

Students Council Handbook

2021 - 2022

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About the College

Mission:

To provide the Hospitality Service Industry with high-quality professionals dedicated to serving the business.

Vision:

To be a premier provider of quality education in Hospitality focused on experimental learning, attracting a varied local, national and global student population, by implementing a positively diverse learning environment.

Goal:

To conquer the world with true Hospitality!

Core Values:

M. A. Rangoonwala Institute of Hotel Management and Research has adopted and aligned the Institutional core values stated by the NAAC accreditation framework and are detailed as:

- We believe in imbibing professional ethics and values into our students so that they can grow into successful hoteliers, thus contributing to the national development.
- Use of technology in managing hotels has become imperative. Knowledge of these technologies particularly in hospitality studies is very important. More stress on development of computer skills and PMS software at the college level is the need of the hour for making presentations, teaching, research, etc. MARIHMR has introduced add on courses to encourage more use and knowledge of computer skills.
- Although nations differ in their level of globalization, it is critical in this day and age that nations foster global competency in their citizens and students. Hospitality curricula include courses like Hospitality Services Marketing, Travel and Tourism, French, Food Production and Food Service Operations. Such disciplines can touch on international components that involve business, politics, culture, food, history,

religion, education, art, music, and travel. Therefore, M.A. Rangoonwala Institute of Hotel Management & Research can be an excellent platform for fostering global competency among students.

- The seeds of values such as cooperation and mutual understanding during the early stages of education have to be reiterated and re-emphasized at the higher education also through appropriate learning experiences and opportunities. A balanced, integrative and inter-disciplinary approach towards teaching, research and service activities are observed at the college. An ethical responsibility to the college, the community, and the hospitality & tourism profession is inculcated in the students.
- The unique strengths and contributions of each faculty and staff member associated with the college and its programs; and the role of administrative systems in maximizing these strengths and minimizing the weakness proves our quest for excellence.

Students Council Handbook

Objectives:

The purpose of the Students Council (SC) is to provide programs, activities which serve the co-curricular, cultural, social, recreational and educational interests at the University and Colleges. The SC seeks to contribute to the development of students leadership skills and experience, program planning and development and volunteering, and fiscal management.

"Students Council" means the Students Council established under section 99 of the **Maharashtra Public Universities Act, 2016**. Section 99 of the act provides for the formation of a student union or associated student body, which distinctively called as Students Council. There shall be a University Students Council and a College Students Council for each affiliated college to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. It is specifically noted in the act that the Councils shall not engage in political activities.

A Students Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students.

Functions:

1. To enhance communication between students, management and staff.
2. To promote an environment conducive to educational and personal development of students.
3. To promote friendship and respect among pupils.
4. To support the management and staff in the development of the college.
5. To represent the views of the students on matters of general concern to them.
6. Work closely with the management, teachers and students.
7. Consult regularly with students in the college
8. Involve as many students as possible in the activities of the Council.
9. Representing the views of the student body to the college management.
10. Promoting good communications within the college.
11. Supporting the educational development and progress of students.
12. Assisting with induction and/or mentoring for students.
13. Assisting in college sports and cultural activities.
14. Assisting with or organising extension activities.
15. Bridging with Students Councils in other colleges.

Benefits:

1. The Students Council is an increasingly common feature in many colleges and has worked to the benefit of the institutes.
2. Students have a valuable contribution to make to the betterment of their college and the involvement in the operation of the college is itself a valuable part of the education process for the students.
3. A Students Council provides an opportunity for students to engage in a structural partnership with teachers, students and management in the operation of their college.
4. Research indicates that Students Councils can improve academic standards and reduce dropout rates in colleges.
5. Students Councils can create a sense of ownership of the college and its activities among the student population.
6. The establishment of a Students Council gives students an opportunity to acquire the skill of communication, planning and organizational skills which will be of benefit to them for their future lives.
7. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion. Moreover, the contribution made by a Students Council to the development of college policy in a number of areas can have significant benefits for students and the college.
8. College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the community.

Rules and Regulations of the Students Council:

1. All members must be present 5-10 minutes prior the council meetings.
2. Missing the meeting without informing the president won't be acceptable.
3. To ensure that you do not break any rule of the college.
4. Develop peace and harmony with each other.
5. Engage with all the members for any event.
6. Actively participate in the events and competitions going on in the college.
7. Listen carefully to what others have to say and be open to everyone's ideas.
8. Learn from each other by exchanging your ideas.

Responsibilities of the Students Council:

1. Promote interests of students in college activities.
2. To inform students about any subject that concerns them.
3. To identify and help solve problems encountered by students in the Institute.
4. To consult students on any issue of importance.
5. To organize educational and recreational activities for students.
6. To participate in developing the Institute's educational projects and to promote it to students.
7. To organize an activity to recognize the efforts of students involved in organizing Institute activities.
8. To propose activities to the Institute administration that would improve the quality of life in the Institute.

Members of the Students' Council Committee:

Sr. No.	Name of the Member	Designation	Position
1.	Uzma Mulla <i>T.Y.B.Sc. (HS)</i>	Student	President
2.	Kausar Shaikh <i>S.Y.B.Sc. (HS)</i>	Student	Secretary
3.	Asst. Prof. Puneet Basson	NSS Officer	Member
4.	Asst. Prof. Imran Sayyed	IQAC Co-ordinator	Member
5.	Saud Chowdhary <i>T.Y.B.Sc. (HS)</i>	Student	Member (<i>Overall Coordinator</i>)
6.	Ayan Sayed <i>T.Y.B.Sc. (HS)</i>	Student	Member (<i>NSS Co-ordinator</i>)
7.	BabaSaheb Wagh <i>T.Y.B.Sc. (HS)</i>	Student	Member (<i>S/C Co-ordinator</i>)
8.	Mahesh Shinde <i>T.Y.B.Sc. (HS)</i>	Student	Member
9.	Simranjeet Singh <i>S.Y.B.Sc. (HS)</i>	Student	Member (<i>Sports Co-ordinator</i>)
10.	Shravani Erandakar <i>S.Y.B.Sc. (HS)</i>	Student	Member (<i>Lady Student Co-ordinator</i>)
11.	Sidra Shaikh <i>S.Y.B.Sc. (HS)</i>	Student	Member (<i>Cultural Co-ordinator</i>)
12.	Devdatta Waghmare <i>S.Y.B.Sc. (HS)</i>	Student	Member

Roles and Duties:

❖ President:

- To act as the official advocate for the council in its relations with the institute administration.
- To call meetings of the council and prepare the agendas. To chair the meetings of the council.
- To supervise the tasks of the council members.
- To take part in special committees formed by the council or send a representative to such committees.
- To represent the students on official occasions.

❖ Secretary:

- Maintain the students council committee meeting files.
- Prepare agendas for meetings with the president.
- Keep the record of the council meetings and present the report on the same.
- Take and distribute minutes of the meetings.
- Coordinate and work with other committees as well as members of the council.

❖ Overall Management Co-ordinator:

- To convene council board meetings as a chairperson and prepare agendas.
- Act as the official spokesman for the council vis-à-vis the students and the management of the institution.
- Attend or appoint a representative to participate in special committees composed of the council.
- To perform the representative role of the students and the council on Formal/Official events.
- Supervision of the duties assigned to council members.

❖ NSS Co-ordinator:

- To plan, organise and execute the plans of events along with procedures to be followed.
- Establish recognition of community needs, issues and resources.
- To build a rapport with the folks within the project area covered.
- Co-relate acquired knowledge and experience to find solutions for the identified problems.
- Record and store information about the activities, regularly evaluate the progress and make effective changes if and when needed.

❖ Sports Co-ordinator:

- To promote interests of students in different college sports activities.
- To inform students about every sports activities happening in college.
- To identify the interests of students in different sports, and promote them to participate.
- To organise sports activities for students.
- To propose sports activities to the institution that would improve the interests and skills of the students.
- To consult students on any issue of importance.
- To maintain good relations with everyone.
- To clear the queries and doubts of every student regarding different sports activities.
- Have the knowledge of different sports activities in institution.
- Have to be disciplined and polite with everyone.
- Have to be active all the time.
- To coordinate with everyone in sports activities.

❖ Cultural Co-ordinator:

- Encourage participation of students in activities.
- Co ordinate with everyone for various activities like song, dance etc for any occasion taking place.
- Prepare budget for cultural events.
- To assist students in all activities and programmes held in and outside college.
- Take responsibility of conducting intra and inter-collegiate cultural fests with the help of other council members.
- Assist students from other colleges that visit your college for any competition or event.
- Prepare and maintain all the records of the cultural activities.

❖ Scheduled Caste/Tribe Co-ordinator:

- To be well informed and up to date about the various forms and scholarships for the SC/ST students.
- To inform students about the release of forms and information for any schemes.
- To maintain a good rapport with the students and the institution.
- To assist and provide aid to the student conveniences & queries.

❖ Lady Student Co-ordinator:

- Promote interest of students in college activities.
- To inform students about any subject that concerns them.
- To identify and help solve problems encountered by the students in the institute.
- To help in organizing educational and recreational activities for students.
- To participate in developing the Institute's educational projects and to promote it to students.
- To propose activities to the Institute's Administration that would improve the quality of life in the Institute.
- To help other members of the committee.
- To maintain good relations with everyone.