

STUDENTS AFFAIRS SOP

REAL SD Business School

24/11/2025

Students Affairs Committee

Standard Operating Procedures (SOPs)

I. Objectives of the Students Affairs Committee

1. The students affairs committee functions as a vital link between the management and student community to communicate the feedback and concerns of the students to the management with the institution's protocol.
2. It acts as a single point of communication between the external agency interested in interacting with the students.
3. The committee ensures the effective functioning and working of all the activities of the student's bodies at the institute related to academic events and functional clubs.
4. The students affairs committee is entrusted with tasks such as conducting management fests, annual functions, cultural events, sports festivals and also excursion activities.

II. Constitution of the Students Affairs Committee

The students affairs committee shall consist of the following members:

1. Chairperson
2. Member
3. Member
4. Representatives from each class called Class Ambassador (CA)

III. Role and Responsibilities of the Students Affairs Committee

1. Student Discipline (For Students Discipline Committee- See Annexure 1).
2. Student's counselling other than mentoring.
3. Facilitate the working of functional clubs.
4. Planning and implementation of management fests, annual functions, cultural events, sports festivals and also excursion activities.

IV. Meeting of the Students Affairs Committee

The Student Affairs Committee shall meet as and when required to safeguard the interests of student's community and also to bring efficiency in the working of an institute. It is mandatory for all the members of the students affairs committee to attend the meeting. Notice regarding the conduct of the meeting along with other necessary details shall be circulated among all the members of the students affairs committee at least 3 days in advance of the meeting. Minutes of the meeting shall be recorded as mentioned in Annexure 2. In case of anything to be discussed or taken on an urgent basis, a condition of 3 days' notice will not be applicable.

Annexure 1

Students Discipline Committee

a. Structure of the Committee

Chairperson of the Students affairs -Head of the Committee

Two faculty members – Members of the Committee

b. Duties and Responsibilities of the Committee

- (i) Assist with logistical tasks, such as scheduling meetings, maintaining records, and coordinating communication.
- (ii) Maintain accurate records of disciplinary cases, investigations, and outcomes.
- (iii) Providing counseling and guidance to students who exhibit behavioral issues.
- (iv) Ensuring security of college property, checking trespassing etc.
- (v) Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
- (vi) Putting a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarrelling etc.
- (vii) Ensuring that students adhere to the established rules and regulations of the institution.

Annexure 2

Date and Time	Venue	List of Members Present	Details of any Specific Invitees from Management/Administration	Agenda Items and Outcomes/Resolutions of the Discussion
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PIAL SD Business School

Director