

# **Meston College of Education**

(Autonomous)

Chennai-14

## **ROLE OF COLLEGE FELLOWSHIP IN COLLEGE ACTIVITIES**

### **AIM**

The aim of the College Fellowship (CF) is to serve as a bridge between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, College Fellowship acts as an interacted body facilitating primary level of communication. It also assists in planning and developing various cultural, sports, social, recreational and other educational needs of students in the institution. It also provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

### **Constitution of Student representatives**

The Institution Students council consists of the following student representatives, namely:

- 1. General Secretary**
- 2. Assistant General Secretary**
- 3. Prayer Secretary**
- 4. Assistant Prayer Secretary**
- 5. Sports Secretary**
- 6. Assistant Sports Secretary**
- 7. Camp Secretary**
- 8. Assistant Camp Secretary**
- 9. Community Service Secretary**
- 10. Assistant Community Service Secretary**
- 11. Cultural Secretary**
- 12. Assistant Cultural Secretary**
- 13. Women's Cell Secretary.**
- 14. Placement Cell Secretary**
- 15. Anti- Ragging Cell Secretary**
- 16. Assistant Anti- Ragging Cell Secretary**
- 17. Biological Science Department Secretary**
- 18. English Department Secretary**
- 19. History Department Secretary**
- 20. Mathematics Department Secretary**
- 21. Physical Science Department Secretary**
- 22. Subject Secretary for M.Ed.**
- 23. Subject Secretary for M.Phil.**

### **Faculty Member:**

One Faculty member serves as the coordinator of the Students' Council, primarily acts as the advisor of the student members in the Student Council.

## **Selection Procedure**

All the student office bearers are nominated by the College. This nomination is purely based on the merits of leadership activities exhibited by the students. The Pedagogy-wise representatives are nominated by the Head of the Department. Cultural Secretaries and Sports Secretaries are nominated by the respective Coordinators and the final decision will be made by the Principal of the college, being the convener of all committees.

## **The Role of College Fellowship**

The roll of the council shall be:

- To promote a conducive environment for educational and personal development
- To support the management, administrative officials and faculty in the development of the institution by means of sharing the opinion/suggestion/feedback of the council.
- To represent the views of the students on matters of general concern

\*However, in any situation, College fellowship shall not and cannot influence/force/alter the decision making procedure of the administrative officials /management.

## **Key Functions**

The functioning of the College Fellowship should be adhered to the objectives of the council. They shall work with the administration in planning and carrying out the developmental activities of the students.

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

## **The responsibilities of the office bearers**

### **The General Secretary & Assistant General Secretary**

The Responsibilities of General secretary and Assistant General Secretary are

- To represent the needs and issues of the students
- To convey the information regarding academic and non-academic activities of the students
- To monitor student activities
- To organize student activities
- To develop a rapport among the secretaries
- To bridge the gap between students and teachers
- To assist the teachers in college program
- To promote cordial relationship among students
- To take part as a student representative in academic meeting

## **Prayer Secretary & Assistant Prayer Secretary**

The duties of Prayer secretary and Assistant prayer secretary are

- Building and training a Prayer team for morning assembly.
- Organizing all religious functions like Founder's day Prayer service and Christmas celebration.etc.
- Arranging value education and scripture classes
- Organizing the choir team.
- Conducting Quiz to build spiritual values

## **Sports Secretary & Assistant Sports Secretary**

Sports Secretary and Assistant Sports Secretary duties are as follows

- Organizing physical education programs, competitions, inter and intra College sports competitions and university zonal meet and district meet under the guidance of Physical Director
- Encouraging the students to participate in sports meet.

## **Camp Secretary & Assistant Camp Secretary**

The Camp Secretary and Assistant Camp Secretary duties are as follows:

- ❖ Arrangement of citizenship camp, inviting chief guest and maintaining discipline in camp site.
- ❖ Organizing Camp fire and cultural events during camp.

## **Community Service Secretary & Assistant Community Service Secretary**

The duties of Community service secretary and Assistant Community service secretary are as follows

Working with communities to eradicate illiteracy  
Creating social awareness and helping underprivileged individuals  
Campus cleaning, maintaining greenery campus.  
Creating awareness on social issues.  
participating in community development programs

## **Cultural Secretary Assistant Cultural Secretary**

The duties of Cultural Secretary and Assistant Cultural Secretary are as follows:

Showing a strong interest in cultural events like dance, drama, music, debate, elocution  
Organizing cultural events  
Encouraging students to participate in inter and intra college cultural events  
Conducting Subject quiz  
Serving extra hours in close association with teachers in charge and keen in promoting cultural activities

## **Women's Cell Secretary**

The duties of the Women's cell Secretary are as follows:

- Conducting women's day programmes.
- Arranging guest lectures on women empowerment.
- Monitoring issues related to women students of the college.

## **Placement Cell Secretary**

The duties of Placement Cell Secretary

- Assisting Placement cell in-charge staff in conducting campus interviews for the recruitment of the teachers.
- Being a bridge between student teachers and schools
- Encouraging students to participate in campus interviews
- Arranging lectures to enlighten students to face interviews and preparing curriculum vitae or Resume writing
- Involving in 'Follow up' work in terms of appointments.

## **Anti- Ragging cell Secretary & Assistant Anti- Ragging cell Secretary**

The duties of Anti –Raging cell and Assistant Anti- Ragging cell are as follows

- To create awareness on anti – ragging
- To conduct periodical meetings.
- To ensure anti ragging instructions are displayed at prominent places in their areas of control.
- To maintain cordial relationship between juniors and seniors

## **Subject Secretaries for B.Ed., M.Ed. & M.Phil. Programmes**

The duties of subject secretaries are monitoring and executing subject related matters, such as

- In-charge for class discipline
- Maintaining class cup-boards
- Representing the departments in college meetings.
- Conducting subject association meetings