



Shiksha • Shisht • Sayyam • Sanskaar

ISWKI

STUDENT COUNCIL

MANUAL

2018-2019

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INTRODUCTION

ISWKi Student council is a representative structure for students only. It enables them to understand electoral process more closely. It provides them an opportunity to develop leadership by organizing and carrying out school activities. Students represent council should maintain higher level of personal conduct and academic excellence for the duration of their term. Students from Grade 3 to 8 endeavour different roles and responsibilities. They help share learner's notion, enthusiasm and interests with student's council in charge educator/Vice principal/Principal.

Application based and experiential learning is essential for new learner. People with skills are considered exceptionally outstanding. Being a member of student's council, they get exuberant opportunities to collaborate with learners and become responsible world citizen. As Winston Churchill said, "The price of greatness is responsibility." Hence, manifestation of this is essential to develop future skills.

The foundation of ISWKi rests on four strong pillars of Shiksha, Shisht, Sayyam and Sanskaar. The learners will acquire relevant knowledge and will also master the skill of using this knowledge effectively. They will be socially, morally, and environmentally aware and more responsible for their learning. Patience is the conquering virtue. It is the quality to remain calm and wait for something. Learners at ISWKi will develop self-control and have greater acceptance of various differences around them. Culture is the reflection of persons' values, beliefs, personality and character. ISWKi embodies the great Indian culture with emphasis on values of respect for elders and love for young ones. Our Student Council leads from the front, acquire these values and exhibit it in their actions, as actions speak louder than words. It's OK to be a hesitant starter at their level, but, as they start contributing themselves with learners they will naturally grow and develop 21st century skills.

Student council session term will begin after investiture ceremony. Council will work in collaboration with student body and school administration in positive and constructive manner. Students representatives will assist in organizing curricular activities; intellectual and recreational endeavours.

PREAMBLE

We, THE LEARNERS of ISWK International, accept the responsibility to build Collaborative and Reflective learning environment. We will strive for excellence in Scholastic as well as Co-Scholastic areas and will imbibe the core values of Self-Regulation, Empathy and Acceptance of diversity. We embody the spirit of creativity, discovery and inquiry to strive for high standards of learning.

Inquirer Develops awareness and strategies to be lifelong learner.

Creator Desires to achieve and re-conceptualizing ideas.

Discoverer Challenging the mind to try new things in quest for knowledge.

Explorer Consolidates New Knowledge through problem Solving and get connected with Learning.

MISSION & VISION

MISSION

“To provide dynamic educational experiences, that prepares students for life”.

VISION

“To nurture the inquiring minds of our young students, in order to enable them to become lifelong learners and world citizens who are, knowledgeable, self-regulated, possess life skills, values and accepts diversity in society”.

ELECTORAL PROCESS

Education is a process of continuous learning and for igniting young minds more than elections, the process needs to be understood. All learners imperatively participate in formation of their council. Interested candidates from all grades can be part of it, confiding to their grades (Class in which they are studying) they attain distinctive roles and responsibilities. There are many roles procurable and some require preeminent involvement than others. Head boy, Head Girl, House Captains, House Vice Captains and Prefects are positions to be filled by learners. As this is a part of learning, accordingly the institution will provide guided learning atmosphere for the complete process. It subsumes filling of Nomination, Scrutiny of Nominations, Election Campaign, Polling Process, Counting of Votes and Declaration of results, Submission of results to Vice Principal, Concerns (if Any), Investiture Ceremony.

- 1. Filling of Nominations** : The filling of nomination form to become the member of ISWki student council for an academic year is important part of electoral process. Learner willing to propose their name can do so with parents' permission. They can collect nomination form from their class teachers and with parents' acknowledgement they can submit the forms back to their respective class teachers. Grade 8 learners can propose their names for Head boy and Head Girl. Grade 6 and Grade 7 learners can file their nomination for House Captains and House Vice Captains. Nominations for prefect position will only be acceptable from Grade 5 learners. Young learners of Grade 3 and 4 who are willing to be the part of student's council can propose their names as class representatives. One week will be granted to submit duly filled and parents acknowledged nomination form. After the due date no nominations will not be accepted. Incomplete and unacknowledged nomination forms will be rejected and the same will be informed to Vice-Principal and Class teachers. Class teachers will further inform the parents. parents can correspond regarding student council nomination through class teachers.

Positions open for Student's Council

2018-2019

S.No	Grade	Position	Total seats
1	3 & 4	Class Representatives	1 Per Section
2	5	House Prefects	1 for each House
3	6	House Vice Captains	1 for each Section
4	7	House Captains	1 for each House
5	8	Head boy, Head Girl, Sports Captain & Activity Captain.	1 for each Post



STUDENT COUNCIL

(LEARNING TO LEAD THE FUTURE)

NOMINATION FORM

2018-2019

Any learner can fill the form of student council membership open for different positions for the academic year 2018-2019 with parents' consent. Each nomination must be submitted on separate form. Incomplete forms will be considered ineligible for candidacy.

Application Close

Submission Date

11.04.2018

Nominee Details

First Name	Last Name	
Grade	Section	
Contesting for the position of:		
Introduce yourself in 50 words		
Candidate's Signature	Mother's Signature	Father's Signature
Forwarded by House Master (House & Signature)		

Checklist: -

- Last Exam Marksheet
- Achievement Documents
- Sports captain form will be Recommended by Sports Educator.
- Activity Captain form will be Recommended by Non-Academic Co-ordinator.
- Position of Head boy & Head girl will be recommended by House Master.

2. **Scrutiny of Nomination** : Class teachers will further forward these forms to educator in charge of investiture ceremony. Returning officer will scrutinize these forms. Incorrectly filled or unacknowledged form, cut mark on nomination form, use of correction ink/ glue will lead to disqualification of candidature. In no case re-filled forms will be accepted. At any stage of electoral process candidates can withdraw their papers even after they are found in order.

3. **Address to Assembly** : After authentication of nomination by electoral officer, candidates would be given dates to present themselves in assembly. Here the candidates can also issue their 'manifesto'. A manifesto is a statement of great significance. It is a formal statement of the programme and objectives of a candidate. It deals with the amelioration of scholastic and co-Scholastic activities of school, candidate's affiliation with learners, in charge student's council and Vice Principal. Candidates can also prepare their declamation to attract voters. Power point presentations, slogans, posters etc, are the other forms of addressing the assembly. Each candidate will be given only one chance of addressing the Assembly.

a. **Canvassing**

- i. The candidates will be provided specific boards to coin their efficacy over voters.
- ii. Candidates under supervision of class teachers, once, can also go for House to House canvassing.
- iii. Wearing badges pertaining slogans will also be acceptable during canvassing.

- iv. Any form of canvassing which disturbs healthy leaning environment of candidate or Voters will lead to disqualification of candidacy.
- v. The election campaign will stop 48 hours before the time when poll concludes on the polling day.

4. Panel Interview : Candidates would be given an opportunity to share their vision and objective with a panel of educators. They will score some points on the basis of their discussion. These points will further be added up to the final vote counts.

5. Polling Process : Presiding officer will supervise the whole polling process and ensure that all learners and educators cast their vote. The Voters will record their vote by submitting the google form pertaining the list of all candidates. The voter will place the tick mark on the name of candidate he wants to vote for.

6. Counting of Votes and Declaration of Results : After completion of the polling, voting machine would be given to the custody of IT Head. He then will complete the process of counting of votes. Panel Interview score will also be considered, while compiling the final results. The candidate who will obtain highest Score in the polling process will be declared selected as a member of Student Council, for a year. Results will be declared next day in Assembly.

7. Submission of Results : Results will then be submitted to Vice Principal office in couple of days, which after analysis will be kept under safe custody for that term.

8. Concern's (if any) : Any concerns can be brought to the notice within two days of Result Declaration. After that they will not be entertained. All the election concerns will be decided by Vice Principal.

STUDENT COUNCIL

INVESTITURE CEREMONY

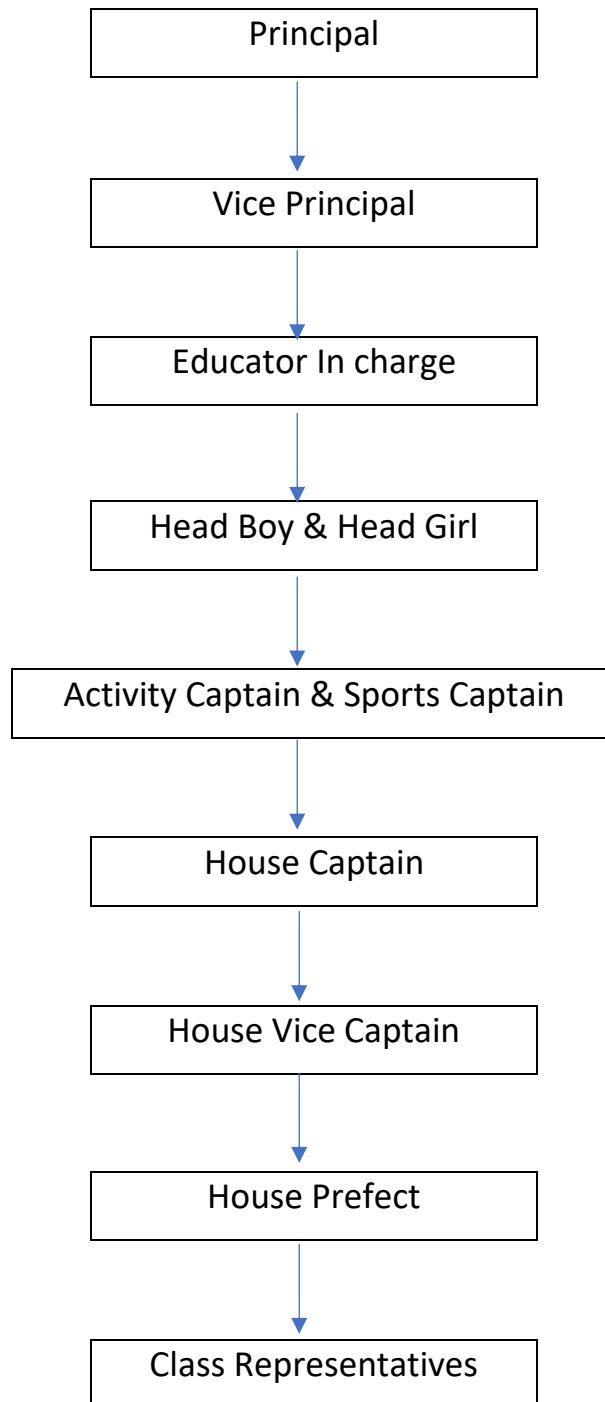
OATH

**WE, THE ELECTED MEMBERS OF THE
STUDENT COUNCIL OF INDIAN SCHOOL
WADI KABIR INTERNATIONAL, DO
SOLEMLY PLEDGE TO CARRY OUT THE
DUTIES AND RESPONSIBILITIES
ENTRUSTED ON US WITH COURAGE AND
CONVICTION.**

INVESTITURE CEREMONY

Students of today are visionaries and torch bearers of tomorrow, when we develop personality, skill and mind, we develop responsible human beings with leadership qualities. Governance is the process and structure through which the school functions day to day and sets direction for the future. At ISWki this includes Head boy, Head girl, House Captains, House Vice Captains, Prefects and Class Representatives etc. Investiture means formal investing of a person with authority, power, right, office and dignity. It's rightly said that leaders are not born they are made. Investiture ceremony is one of the most important ceremony of our school. Year after year, it reminds us of the trust and confidence that we repose in our newly elected cabinet. In an age of rapid social, technological and aesthetic transition, we feel committed to educate our students with the ability to analyse and critique experience, and to nurture their creative abilities so they become active, outstanding members of our society, both personally and professionally. Donning the mantle of responsibility, they all pledge to dispense their duties to the best of their abilities and abide by rules and regulations of school. Investing the students as a member of council and oath ceremony are prime features of this Grand Ceremony.

Organization ISWK International Student Council



Definition & Responsibilities

1 Head boy & Head Girl

A Head boy & Head girl shall be selected from the senior most grade to lead the school. He/she will assist Vice Principal & Educator In-Charge Student Council in maintaining the values of school, in ensuring that learners adhere to the school routine in proper manner and are well informed of school activities. He/she will be assisted by the Academic Captain, Co-Scholastic captain, Activity Captain, House Captain, House Vice Captain, House Prefects and Class Representatives.

- Head boy & Head Girl will
 - A. be the official spokesperson of students and the student council and make representations on behalf of students to Parents, School Guests and external organisations.
 - B. chair the Student Council;
 - C. communicate activities of the Student Council to students;
 - D. provide assistance to student Council Members and office bearers as required;
 - E. give guidance, support and leadership to school activities that are approved by the administration and the student body;
 - F. recognize members who wish to speak after they rise and address the chair;
 - G. plan, support, implement responsibilities within the frame work of student activities supported by adult.

2 House Captain

A House Captain will be selected from grade 7 for this academic year to lead his house. He/she will assist House Master in maintaining the House spirit for Scholastic and Co-Scholastic activities. He/she will assist House Master in ensuring that learners adhere to the school routine in proper manner and are well informed of school activities. He will be assisted by the House Vice Captain.

- Head boy & Head Girl will have to
 - A. discharge their duties to their respective Houses;
 - B. give guidance, support and leadership to their House in various school activities that are approved by the administration and the student body;

C. plan, support, implement responsibilities within the frame work of student activities supported by adult.

3 House Vice Captain

A House Vice Captain will be selected from grade 6 for this academic year to lead his house. He will assist the House Captain to discharge duties towards his house. He/she will assist the House Captain & House Master in ensuring that Learners adhere to the school routine in proper manner and are well informed about the school activities.

4 House Prefect

A house prefect will be selected from grade 5 for this academic year to lead his/her house. He will discharge his duties towards his house and in addition will assist the House Captain and House Vice Captain to discharge their duties towards house. Thus, he will be an ex-officio House Monitor.

5 Sports Captain

Sports Captain will be selected from the senior most grade to promote sports activities as per the school's educational ethos. He will assist the Head boy, Head girl & Non-Academic Coordinator in disseminating different instructions to student body.

- Sports Captain will have to
 - A. Attend all the important meetings of student council;
 - B. bring sports related concerns and ideas to student council;
 - C. give guidance and support and Leadership to school sports activities that are approved by the administration and the student body;
 - D. generate enthusiasm for sports events and promote sportsman spirit throughout the year.
 - E. Exhibit maximum potential in his area and choice of sports.

6 Activity Captain

Activity Captain will be selected from the senior most grade to promote various activities as per the school's educational ethos. He will assist the Head

boy, Head girl & Non-Academic Coordinator in disseminating different instructions to student body.

- Activity Captain will have to
 - A Attend all the important meetings of student council;
 - B bring Activities related concerns and ideas to student council;
 - C give guidance and support and Leadership to school Co-Scholastic activities that are approved by the administration and the student body;

7 Class Representatives

A Class representative will be selected from blossoming learners to provide them an opportunity to be the part of student council. He will assist Head boy and Head girl in disseminating different instructions to their class. He will be assisted by class monitors appointed by class teachers.

- Class Representatives will have to
 - A. attend all the important meetings of student council and listen for important dates and events;
 - B. share the ideas, interest and concern of his class;
 - C. apprise his class about the meeting happenings;
 - D. provide volunteer service during select school events.
 - E. Exemplify good school citizenship.

8 Advisory Board

The advisory board will consist of (3 members) Non-Academic Co-Ordinator, Academic Co-Ordinator and Educator In-Charge Student Council. Its role is to guide the student council and keep a check on its function. Educator In-Charge Student Council will be in constant contact with the council to remain updated on all happenings in school.

IMPORTANT DATES		
S.NO	DATE	EVENT
1	09.04.2018	Nomination Opens
2	11.04.2018	Last date to Submit Nomination
3	12.04.2018	Scrutiny of Nominations
4	15.04.2018	Declaration on Candidates List
5	16.04.2018 to 21.04.2018	Preparation time to address assembly
6	22.04.2018	Address to Assembly
7	23.04.2018 To 26.04.2018	Campaigning
8	26.04.2018	Campaigning Ends
9	29.04.2018	Panel Interview
10	30.04.2018	Voting
11	01.05.2018	Declaration of Results
12	10.05.2018	Investiture Ceremony

Thank You