Students’ Council Manual
IVS MISSION STATEMENT

In an age of rapid social, technological and aesthetic transition, we feel committed to educating 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.

We wish to go beyond technical instruction by placing emphasis on creative thought and action. Each department, despite its individual character functions in close collaboration with the others in order to develop an awareness of the essence of the visual arts, both traditional and contemporary. This underlying philosophy is reflected in our curricula.

Through an interaction with diverse practicing professional artists, architects, academicians, scholars, archaeologists, art historians and designers, students are exposed to the importance of ideas, concept development, intuition and the value of research in the development of the creative process.

We shall not feel content till we have succeeded in preparing our graduates to live in the world of tomorrow, enabled them to share in the responsibilities for social, economic and political problems and to apply their professional knowledge and abilities to the solution of such problems, so that besides being technically and aesthetically literate, they are above all good human beings.
IVS STUDENT COUNCIL

Governance is the process and structure through which the School functions day to day and sets direction for the future. This includes the Executive Committee, administrators, faculty and students. The Student Council is an actively functioning body of students representing the full time Undergraduate and Post Graduate Diploma / Diploma student population.

The Student Council promotes an attitude of responsible self-governance through its Constitution and Bylaws. By coordinating social functions and representing students, the Student Council provides an opportunity for all students to participate in IVS life today as well as to become involved in charting the future of the School. This involvement promotes the general welfare by developing community and opening channels of communication.

The Student Council acts as a liaison between students and the administration. The Student Council plays a vital role in shaping student life on campus and consists of the Student Council, Student Council Sub-Committees and the Student General Body. Every representative serves his/her respective office, committee and/or class, and is available as needed. Being involved in the Student Council provides the opportunity to meet a variety of people, gain leadership training, work alongside administrators and faculty and grow as a student, leader, and person. The Student Council meetings are open to all students and students are encouraged to keep its members informed and to participate in its functions. The Student Council has a variety of different positions and responsibilities, so that the major facets of student life are covered.
Introduction

The IVS Students’ Council is a voluntary body, formed in order to facilitate and support the student body. The tenure of an elected council is 12 months, spanning from April to March each year. It consists of students elected through an election process which takes place annually and contains 12 elected members and 5 nominated representatives in different assigned categories to carry out their functions. These students must maintain a CGPA of 2.3 and have all their School dues cleared in order to be eligible for candidacy. They must also take approval from the relevant Head/Coordinator of the Department before contesting the election.

Election Process

The elections for the Council are organised by the Administration on a working day in the School with the help of Department Heads/Coordinators or faculty members, who guide the Students’ Council affairs.

All posts are open for election and nominees are required to fill in forms (except for the PGD / Diploma and the First-Year Group Representatives who will be nominated by the Department Head/Coordinator in consultation with the respective Year Faculty).

Dates for the election week (which will include a three-day election campaign) will be announced for the month of March each year.

Nominees will collect forms and submit them to the Administration not later than 48 hours before the campaign begins.

All members of the council are elected with a minimum of 2 candidates contesting for each post. It should be noted that no posts will be unopposed.
An Election campaign is permitted and contesting students are encouraged to design their campaign in a democratic manner and in compliance with the code of conduct of the School.

The student body votes for each category of the available posts. All current students who have paid their fee are eligible to participate in the elections.

**Aims and Objectives**

Each Council must aim towards, and adhere to the core aims and objectives listed below.

- To work as a team with the student body and the IVS Administration in a positive and constructive manner.

- To represent and project a positive image of IVS to the other institutions.

- To improve the Council’s reputation within and outside the IVS.

- To create and design an event calendar for the year, to compile it during the first 3 meetings of the Council and follow it.

- To organize co-curricular activities; intellectual and recreational endeavours.

- To work for each council with the prescribed seed budget of the year provided by the School, and maintain a clear, transparent account through efficient financial management.

- To assist the student body in solving their issues and problems.
• To work with other like-minded student organizations such as the IVS Alumni Association and other bodies in Pakistan to promote academic, social and creative excellence of students.

• To help and work with the School’s Operational Committees, such as the Library, Cafeteria, Watch and Ward and Security Committees.

• To dedicate quality time per month distributed as follows:
  - Representation of Students – maintaining open means of communication with IVS students
  - Student Council meetings – preparation and attendance
  - Student Council Advisory Committee meetings as requested – preparation and attendance
  - Special requests.

**Management of the Council**

The Students’ Council is divided into two categories:
The Advisory Council and
The Consular Committee

• **The Advisory Council**
  - Member of Overseeer/Advisory Board (nominated by the School and in consultation with Heads and Coordinators)
  - President
  - Vice President
  - Chairperson Finance and Planning Committee
  - Secretary Finance and Planning Committee
  - Chairperson Event Management Committee
  - Secretary Event Management Committee
- Chairperson Academic Committee
- Secretary Academic Committee
- 5th Year (Arch.) Representative
- 4th Year Representative
- 3rd Year Representative
- 2nd Year Representative
- Foundation Year Representatives (nominated by the Head/Coordinator and faculty of the Foundation Year)
- PGD / Diploma Representative (nominated by the PGD Diploma Programme in-charge). This will be effective at the beginning of the PGD Diploma academic year.

The Advisory Council’s role is to monitor and supervise the activities of the Consular Committee, to guide its members and assist them whenever and wherever necessary. In case of decision-making, other than a Member of the Overseer Board, each member of the Advisory Council will vote and the decision will be taken by majority votes.

- **Overseer/Advisory Board**

The Overseer/Advisory Board consists of a minimum of 3 and a maximum of 5 permanent faculty members of the school (including the Academic Coordinator). Its role is to guide the Council and keep a check on its function. At least one member of the Overseer/Advisory Board is required to keep in constant contact with the Council to remain updated on all the happenings and developments taking place in the Students’ Council.
- **President**

The President is elected through a formal election process. S/he is elected from the 3\(^{\text{rd}}\) year (4\(^{\text{th}}\) year for Architecture students only) and is responsible for the management and performance of his/her Council members. The President, assisted by the Vice President, bridges the gap between the administration/faculty and the student body and ensures that the student body’s justified needs are fulfilled.

The President:
- Is responsible for the continued and efficient functioning of the Student Council.
- Must demonstrate a willingness to see the Student Council as a service organization, act as a liaison between students, faculty and the administration, represent the Undergraduate and PGD / Diploma student body and evidence skill in opening lines of communication.
- Must be skilled in organization and administration and have the ability to delegate and encourage wide participation.
- Is the official representative of the Student Body to the School as well as off-campus groups.
- Shall preside over all meetings of the Students’ Council.
- Shall be responsible for ensuring that the Student Council meetings are conducted according to the IVS Code of Conduct.
- Shall take the initiative in aiding in the tasks of all other Student Council members.

- **Vice president**

The Vice President is elected through a formal election process. S/he is elected from the 3\(^{\text{rd}}\) year (4\(^{\text{th}}\) year for Architecture students only) and is
responsible for the management and performance of his/her Council members.

The Vice President is responsible for assisting and supporting the President in tasks and additionally delegating duties to fellow Council members. S/he is assigned to maintain a record of all the events and tasks carried out by the Students’ Council.

- The Vice-President shall assume the role of the President in the event that the President is unable to perform his/her duties.
- If the President resigns or is impeached, the Vice-President shall assume the role of the President for the duration of the former President’s term of office.
- S/he is responsible to minute all the meetings of the Advisory Council and share the minutes with all members within 3 days of the meeting.
- S/he is the liaison between the Consular Committees and maintains a dated record of all their meetings.

- The Role of 2nd, 3rd, 4th, 5th (Arch.), Foundation Year, PGD / Diploma year Representatives

The role of the Year-Representatives is:
- to disseminate information to their respective years, to organize and motivate individuals from their class to participate and assist in Student activities and Events.
- to advice the President of the Student Council on issues and concerns regarding their particular year.
- to take the lead in conjunction with relevant office bearers in events and/or activities regarding their particular year.

Note: Foundation Year and PGD / Diploma representatives are nominated by their Department Head/Coordinator in consultation with their respective faculty members.
• **The Consular Committee**

After each respective committee chairperson is elected, s/he will nominate a team of two members to formulate the committee in consultation with the elected Committee Secretary and the Student Council President.

The Consular Committee’s role is to perform its designated tasks thoroughly and with commitment. Each Committee within the Consular Committee has its own jobs and duties.

- **Event Management Committee**

The Event Management Committee is responsible for arranging and planning events and functions that help in promoting as well as creating awareness about related topics of study. Additionally, the Committee participates in arranging recreational activities such as sports activities, concerts, farewells etc.

- **Academic Committee**

The Academic Committee is responsible for carrying out activities specific to each department. These include forums and discussions as well as lectures by visitors.

- **Finance And Planning Committee**

The Finance and Planning Committee is responsible for taking care of the Students’ Council’s monetary issues. This committee plans the finances and keeps a track of the Council’s financial status and its spending. No
transactions can be made without the signature and approval of the President in office at that time.

**The Election Campaign**

- All campaigning must strictly follow the prescribed timings/schedules on the election timetable.
- No activities that disrupt studios and classes, indoor or outdoor must be initiated.
- Posting of banners, posters, distribution of flyers and leaflets is permissible as long as they do not deface the campus building.
- No impromptu speeches and gatherings are permitted.

**CALENDAR 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed. 26 February</td>
<td>Announce Elections</td>
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<tr>
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<td>Application Forms available from the Registrar's Office</td>
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<td>General Body Meeting at 12 Noon in respective departments</td>
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<tr>
<td>Tues. 4 March</td>
<td>Completed Forms to be submitted to the Administration Office</td>
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<td>Wed. – Thurs 5 – 6 March</td>
<td>Verification of application forms by Advisory Board</td>
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<td>Fri. 7 March</td>
<td>Final list of candidates announced</td>
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<td>Mon. – Wed. 10 – 12 March</td>
<td>Election Campaign</td>
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<tr>
<td>Mon 10 March</td>
<td>Campaign begins at 10 am</td>
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<td>Election Speeches 10 am to 2 pm</td>
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<td>Wed 12 March</td>
<td>Election Campaign stops at 3 pm</td>
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<tr>
<td>Thurs. 13 March</td>
<td>Election Day 10 am to 3 pm</td>
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<td>Friday 14 March</td>
<td>Results announced.</td>
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<td>Oath taking ceremony</td>
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**SPRING BREAK: 17 – 21 March**