



Madras School of Social work
Student Development Council Election 2025




IMPORTANT DATES

Election Notification	5.07.2025 (Saturday)
Submission of filled in nomination form with HOD//Program Head approval to Election officer	14.07.2025 (Monday)
Intimation of final list of Contestants	18.07.2025 (Friday)
Election Campaigning	21.07.2025 (Monday)
SDC Election	25.07.2025 (Friday)

DETAILS OF THE POST

SNO	POSITION	YEAR	RESERVATION
1	PRESIDENT	II PG	OPEN
2	ACADEMIC SECRETARY	II PG	OPEN
3	SPORTS SECRETARY	III UG	OPEN
4	CAMPUS SECRETARY	III UG	OPEN
5	OUTREACH SECRETARY	II PG	OPEN
6	MEDIA & COMMUNICATION SECRETARY	II PG	OPEN
7	CULTURAL SECRETARY	II PG	OPEN


Dr. A. Thirumagal Rajam
Election Officer


Dr. S. Raja Samuel
Principal

Note: Please check College Website for SDC Policy document, SDC Election rules and the Nomination form.



**MADRAS SCHOOL OF SOCIAL WORK
STUDENTS DEVELOPMENT COUNCIL**



OBJECTIVES OF THE STUDENTS DEVELOPMENT COUNCIL

- To promote intellectual, cultural and social life of the students
- To foster activities to bring out and develop the creative talents of the students and to promote student welfare
- To develop a tradition of service and to inculcate in the students, the sense of social responsibility

SCOPE OF SDC:

- To Organise and participate in educational activities such as debates, symposia, study circles, lectures, community day, literary clubs, conferences etc.
- To Promote social service activities such as volunteering for a social cause, blood donation camp and students' welfare programmes;
- To organise the events in Outreach, Sports, Academic, Media & Communication, and Cultural activities within and outside the college.

MEMBERSHIP COMPOSITION:

The Student Development council shall be comprised of Undergraduate students and Post graduate students. All the members shall be entitled to use SDC facilities and take part in its Educational, Social, Sporting and Cultural activities. Members shall be allowed to speak and vote at SDC meetings, to nominate, stand and vote in SDC elections, and to hold office in clubs and societies.

The **Students Development Council** shall have Office bearers and an **Executive Committee**.

Patron – The Principal, MSSW

Advisors- Faculty Members

1. SDC Coordinator
2. Sports Coordinator
3. Cultural Coordinator
4. Academic Coordinator
5. Campus Coordinator
6. Media and Communication Coordinator
7. Outreach Coordinator

The Office Bearers of SDC shall be composed of:-

- (a) President (II Year PG) – Open**
- (b) Cultural Secretary (II Year PG) – Open**
- (c) Academic secretary (II Year PG) – Open**
- (d) Sports Secretary (III Year UG) – Open**
- (e) Campus Secretary (III Year UG) – Open**
- (f) Media & Communication Secretary (II Year PG) - Open**
- (g) Outreach Secretary (II Year PG) - Open**

The **Executive Committee** shall have the **Class representatives of all the UG & PG Departments** as members.

Note:

- **The office bearers are not allowed to participate in any of the SDC events.**
- **The office bearers are expected to uphold the duties and maintain the decorum of the institution till their tenure is completed**

ROLES OF OFFICE BEARERS:

PRESIDENT

- **Preside over all executive meetings of SDC**
- **Oversee the actions and duties of all other officers' bearer**
- **Act reasonably in all matters, and in the best interests of the Council**
- **Responsible to maintain all records and do documentation pertaining to all the SDC Activities, Events and meetings.**
- **Planning for discussion and circulating agendas and minutes of the meeting to members and facilitate the same.**
- **Ensure that all officer bearer of the Council compile a written report after serving their tenure**
- **To ensure discipline at meeting of the Council and the Executive Committee or at any meeting or gathering organised by the college and SDC.**
- **Regularly update on SDC to the Faculty Coordinators**

ACADEMIC SECRETARY

- **To issue notice of every meeting and maintain the minutes of the meetings with the consent of faculty Coordinator.**
- **To disseminate information regarding upcoming academic conferences, events etc.**
- **To enable the participation at International, National and state level seminar, workshops, conferences and debates, Quiz.**
- **To participate and organise intra and inter collegiate Debates, Quiz of domain specific nature, JAM and Workshops in consultation with faculty Coordinator.**
- **Keep records of all communication and correspondence**

- To submit bills and documentation within two days from the events completed
- Regularly update on SDC to the Faculty Coordinator

CULTURAL SECRETARY

- To plan the schedule for the Cultural events
- To prepare the budget and present it to executive committee for the cultural events organised by the SDC
- To prepare the guidelines or rule book for the cultural events
- To arrange the guests/ judges for the cultural events
- To submit bills after the events completed and submit the documentation
- Regularly update on SDC to the Faculty Coordinator

SPORTS SECRETARY

- To Plan and schedule the sports event
- To maintain inventory in the sports room and conduct annual audit for the sports equipment.
- To prepare the rule book/guidelines for sports events
- To arrange guests/ referees for the sports events
- To submit bills after the events are completed and submit the documentation.
- Regularly update on SDC to the Faculty Coordinator

Campus Secretary

- To ensure the environmentally sustainable practices in the campus
- To identify and implement sustainable ways to conduct SDC events with less wastage.
- To ensure students' participation to maintain the cleanliness of the campus and give suggestions only through faculty coordinator.
- To prepare and document the files related to all the work of the committee.
- Responsible to submit the budget and bills for the respective activities carried out.
- Regularly update on SDC to the Faculty Coordinator.

Media and Communication Secretary

- To document and send the reports to media team in consultation with faculty coordinator and document the same in a file.
- Be responsible for publicising all college, SDC events in the Mass Media and in college Website with the consent of the faculty coordinator and Principal.
- Responsible to submit the budget and bills for the respective activities carried out.
- Regularly update on SDC to the Faculty Coordinator
- Keep records of all communication and correspondence

Outreach Secretary

- To plan the schedule and organise the Community Day event.

- To organise and Celebrate International days and UN days with Community participation.
- To organise programs outside college for needy groups in the community.
- Regularly update on SDC to the Faculty Coordinator.
- Keep records of all communication and correspondence

EXECUTIVE MEMBERS:

The Executive Members duties will be as follows:

- Attend the SDC meetings regularly
- Gather the views and concerns of other students in their class regarding development of students and represent in the SDC meetings.
- Liaise between SDC and students
- Coordinate with other members in successful conduct of college programmes and SDC activities.