



# Student Council Constitution

*[As on 1st January, 2025]*

# 2025

# PREFACE

This Constitution has been developed to provide a clear framework for the functioning of the Student Council at Eastern Public School, Bhopal - India. It establishes the principles, roles, and responsibilities necessary to foster leadership, encourage student engagement, and ensure optimal representation of the student body.

Through this document, we seek to create a positive and productive environment where students can actively contribute to the school community, uphold its values, and enhance the overall school experience.

This Constitution is a living document, subject to amendments as deemed necessary by the Student Council and school administration, to adapt to the evolving needs of the students and the school.

**Dr Neha Siddiqui**

*(Faculty Advisor)*

Eastern Public School;

*1st Jan., 2025*

**Bushra Saud**

*(School Captain 2024-25)*

**Fuzail Ali**

*(Health and Discipline Society Captain 2024-25)*

**Hania Syed Khalid**

*(Education and Social Service Society Captain 2024-25)*

# Eastern Public School Student Council Constitution

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# **Eastern Public School Student Council Constitution**

## **PREAMBLE**

We, the students of **Eastern Public School**,  
Solemnly promise to be loyal to our institution and all it stands for;

in order to establish a **responsible** student body,  
ensure **balanced** representation of student interests,  
create opportunities for meaningful student participation in school affairs,  
foster leadership through **lifelong learning**,  
and uphold the values of **honesty**, **humility**, **open-mindedness**, and **justice** in all our actions,  
pledge to fulfil all our responsibilities with utmost dedication;

on this first day of January, 2025 do HEREBY ORDAIN AND ESTABLISH THE EASTERN  
PUBLIC SCHOOL CONSTITUTION for the benefit of our school and the community at large.

## 1. Purpose—

The purpose of the Student Council constitution is to establish a foundation for a **responsible** and empowered student body. It aims to ensure fair representation of student interests, create opportunities for meaningful engagement in school decisions, and promote leadership and responsibility among students. This constitution upholds core values of **honesty, courage, compassion** and **justice**, guiding students to contribute positively to our school community and fulfil their roles with dedication and purpose.

## 2. Definitions—

For the purposes of this constitution:

2.1 Academic Session - Means a period of one year consisting of two semesters.

2.2 Appropriate Authority - Means and includes, unless the context otherwise requires, faculty advisor of Student Council, Chairman, Principal and Coordinators or any person acting on the authority of the School Principals.

2.3 CAS Coordinator - A faculty member responsible for overseeing the Creativity, Activity, and Service (CAS) program within the school, as part of the International Baccalaureate curriculum.

2.4 Class Representatives (CRs) - Students elected by their classmates to represent their interests and concerns.

2.5 Class Teachers (CTs) - Educators responsible for managing a specific class.

2.6 Committee - Includes committees consisting of students and headed by a Faculty Member.

2.7 Constitution - Refers to this document governing the rights, duties, functioning, and formation of the Student Council.

2.8 Eastern Public School (EPS) - The institution under which this Student Council functions, encompassing all students, faculty, and administrative staff, located in Bhopal, India.

2.9 Election Commission - Consists of the Principal, Coordinators, SS Secretary, and PE Head/CAS Coordinator.

2.10 Election Commissioner - An official responsible for overseeing the electoral process within the Student Council, ensuring that elections are conducted fairly and transparently, as constituted in Section 6.1 of this constitution.

2.11 Election Observer - A neutral individual appointed by the Election Commissioner to monitor and ensure the integrity of the election process.

2.12 Faculty Member - Any staff member who teaches students of Eastern Public School or any other person who can be believed to be a teacher.

2.13 House Captain - A student elected by the members of their respective house to lead and represent the house and coordinate house activities, as outlined in Section 4.7 of this constitution.

2.14 House Mentors - Faculty members assigned to guide and support a specific house in all its activities, including mentoring the House Captains and Vice-Captains, and supervising the house election process.

2.15 IB Learner Profiles - A set of attributes that the International Baccalaureate (IB) aims to develop in students: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

2.16 International Baccalaureate (IB) - An internationally recognized educational framework followed by EPS.

2.17 Islamic Studies Programme (ISP) - A core educational program at EPS dedicated to teaching Islamic principles, values, and history.

2.18 ISP Learner Profiles - The key attributes in the Islamic Studies Programme (ISP) which students at EPS are encouraged to develop: humility, forgiveness, patience, compassion, honesty, courage, justice, and generosity.

2.19 Red Card - A formal record issued by the school administration for a severe breach of disciplinary policies, such as repeated misconduct, disrespect towards staff, or violating core school values.

2.20 Student Council - The body constituted as per Article 3 of this Constitution.

2.21 Student Council Calendar - A schedule that outlines the planned activities, meetings, events, and deadlines for the Student Council throughout the academic year.

2.22 Students - For the purposes of election to the Student Council, refers to all the students from grade 3 onwards enrolled in the Eastern Public School as full-time students.

### **3. Composition and Tenure of the Student Council—**

#### **3.1 Hierarchy:**

- a. School Captain: The head of the Student Council, representing all EPS students;
- b. School Vice-Captain: Second-in-command to the School Captain;
- c. Society Captains: The leaders of the two school societies, both of equal rank:
  - i. Education and Social Service Captain
  - ii. Health and Discipline Captain
- d. Society Vice-Captains: Assistants to the Society Captains, both of equal rank:
  - i. Education and Social Service Vice-Captain
  - ii. Health and Discipline Vice-Captain
- e. House Captains: The leaders of the four school houses, all of equal rank:
  - i. Hazrat Uthman RA House Captain
  - ii. Hazrat Abu Bakr RA House Captain
  - iii. Hazrat Ali RA House Captain
  - iv. Hazrat Umar RA House Captain
- f. House Vice Captains: Assistants to the House Captains, all of equal rank:
  - i. Hazrat Uthman RA House Vice-Captain
  - ii. Hazrat Abu Bakr RA House Vice Captain
  - iii. Hazrat Ali RA House Vice Captain
  - iv. Hazrat Umar RA House Vice Captain.

#### **3.2 Tenure**

- a. The tenure for all the positions will be one Academic Session, with the option to serve up to four consecutive terms, subject to re-election or re-appointment.

#### 4. Powers and Responsibilities Of Student Council—

##### 4.1 School Captain:

- a. Leading the student body with **responsibility, humility, justice** and **open-mindedness**, the School Captain shall:
  - i. Uphold and exemplify the highest standards of conduct, discipline, and academic excellence;
  - ii. Represent the school at official events, ceremonies, and external engagements with distinction;
  - iii. Collaborate with Society, House, School Committees, School Vice-Captain, and House Captains and Vice-Captains to ensure seamless execution and coordination of all school activities and events;
  - iv. Promote **ISP and IB Learner Profiles**, a positive and inclusive atmosphere among all students;
  - v. Serve as a link between the student body, faculty, parents, and School Administration, effectively addressing the concerns of all stakeholders and contributing towards achieving the **school's vision and mission**.

##### 4.2 School Vice-Captain:

- a. Supporting the School Captain in leading the student body with **responsibility, humility, justice** and **open-mindedness**, the Vice Captain shall:
  - i. Demonstrate and uphold high standards of conduct, discipline, and academic performance;
  - ii. Represent the school in the absence of the School Captain at official events, ceremonies, and external engagements;
  - iii. Collaborate with House Captains, Committee Leaders, and other student representatives to ensure effective coordination and execution of school activities and events;
  - iv. Assist in promoting **ISP and IB Learner Profiles**, a positive and inclusive atmosphere among all students;



- v. Facilitate communication between the student body, faculty, and administration, addressing concerns of all stakeholders and supporting the School Captain in pursuit of the **school's vision and mission**.

#### 4.3 Health and Discipline Society Captain:

- a. Leading the student body with **care, responsibility, empathy, and dedication**, the Health and Discipline Captain shall:
  - i. Uphold and promote the highest standards of health, hygiene, and discipline within the student body, serving as a role model for all;
  - ii. Ensure adherence to all the school's policies, fostering an environment of **respect, responsibility**, and order among students;
  - iii. Collaborate with school staff, the Discipline Committee, and the Student Council to enforce all the school's policies and address any policy violations;
  - iv. Act as a key point of contact for students, addressing disciplinary issues and health-related concerns while supporting the overall welfare of the school community.

#### 4.4 Health and Discipline Society Vice-Captain:

- a. Supporting the Health and Discipline Captain in leading the student body with **care, responsibility, empathy, and dedication**, the Health and Discipline Vice-Captain shall:
  - i. Assist the Health and Discipline Society Captain in upholding and promoting the highest standards of health, hygiene, and discipline within the student body, leading by example;
  - ii. Support the implementation of all the school's policies, helping to maintain a **respectful, responsible, and orderly** environment;
  - iii. Work closely with the Health and Discipline Society Captain, school staff, the Discipline Committee, and the Student Council to address any violations of the school's policies;

- iv. Provide guidance and support to students on matters of discipline and health, contributing to the overall well-being of the school community;
- v. Step into the Health and Discipline Society Captain's role as needed, ensuring continuity in responsibilities and maintaining a focus on discipline and health initiatives.

#### 4.5 Education and Social Service Society Captain:

- a. To help accomplish the **school's vision and mission**, guiding and inspiring the student community in their academic pursuits and community service efforts, the Education and Social Service Society Captain shall:
  - i. Foster a culture of **academic excellence through inquiry, rigour, honesty and lifelong learning** among peers, serving as a role model for all;
  - ii. Lead impactful community service projects addressing local needs, such as winter cloth drive, project Infaaq, and community service initiatives for underprivileged groups;
  - iii. Collaborate with school staff, the Student Council, and other leaders to plan and execute educational programs and service initiatives that benefit both the school and the broader community;
  - iv. Act as a key point of contact for students, addressing academic challenges and promoting active engagement in social service, while supporting the overall pursuit of the **school's vision and mission**.

#### 4.6 Education and Social Service Society Vice-Captain:

- a. Supporting and assisting the Education and Social Service Society Captain in accomplishing the **school's vision and mission**, guiding and inspiring the student community in their academic pursuits and community service efforts, the Vice-Captain shall:
  - i. Support the Society's Captain in fostering a culture of **academic excellence through inquiry, rigour, honesty and lifelong learning** among peers;

- ii. Assist in organising and leading community service projects, such as the winter cloth drive, project Infaaq, and other initiatives for underprivileged groups;
- iii. Work closely with the Society's Captain, school staff, the Student Council, and other leaders to help plan and execute educational programs and service projects that benefit both the school and the wider community;
- iv. Provide guidance and support to students, helping them overcome academic challenges and encourage participation in social service activities, contributing to the overall growth and development of the student body;
- v. Step into the Society Captain's role when needed, ensuring the continuous pursuit of the **school's vision and mission**

#### 4.7 House Captain(s):

- a. Responsible for overseeing all matters pertaining to the organisation, management, and leadership of the assigned house within the school including:
  - i. Ensuring the participation of house members in school events, competitions, and activities including preparing students for different inter-house activities;
  - ii. Ensuring discipline and practice of **IB and ISP Learner Profiles** within the house;
  - iii. Representing the House in all inter-house events where necessary;
  - iv. Promoting fair play, team spirit, and active involvement among house members;
  - v. Coordinating with the House Mentors and other relevant leaders to ensure smooth operations and effective communication.

#### 4.8 House Vice-Captain(s):

- a. Responsible for assisting the House Captain in all matters related to the organisation, management, and leadership of the assigned house, including:
  - i. Supporting the House Captain in ensuring the participation of house members in school events, competitions, and activities including preparing students for different inter-house activities;

- ii. Assisting in ensuring discipline and practice of **IB and ISP Learner Profiles** within the house;
- iii. Acting as the representative of the House in the absence of the House Captain;
- iv. Encouraging fair play, team spirit, and active involvement among house members;
- v. Coordinating with the House Captain, House Mentors, and other relevant leaders to ensure smooth operations and effective communication.

## 5. Rights and Duties—

### 5.1 Rights

#### a. Rights of the Student Council:

- i. Right to Represent the Student Body- The Student Council has the right to serve as the official representative body of the students, advocating for their interests and concerns in school decisions which are not in sync with the **school's vision and mission**.
- ii. Right to Organise School Events- The Student Council has the right to plan, organise, and execute school events, activities, and initiatives in collaboration with the school administration.
- iii. Right to Propose Policies- The Student Council has the right to propose new policies, amendments, or suggestions aligned with the **school's vision and mission**.
- iv. Right to Hold Meetings- The Student Council has the right to convene meetings to discuss mission-related issues as per the Student Council Calendar.
- v. Right to Mutual Respect- The Student Council has the right to be treated with mutual respect by students, teachers, and school staff, ensuring a respectful and cooperative working environment for all council activities.

#### b. Rights of the student body to the Student Council:

- i. Right to Elect Representatives- Every student from grade 3 onwards has the right to participate in the election of their representatives in the Student Council,

ensuring their voice is reflected in council decisions which are aligned with the **school's vision and mission**.

- ii. Right to Be Heard- Students have the right to voice their concerns, suggestions, and opinions to the Student Council and the school administration through the Student Council.
- iii. Right to Participate in School Activities- Students have the right to engage in school events, clubs, and activities.
- iv. Right to Fair Treatment- The student body has the right to fair treatment by the Student Council, with decisions made without bias or discrimination.

## 5.2 Duties

### a. Duties of the Student Council:

- i. Duty to Serve the Student Body- The Student Council is responsible for acting in the best interests of the school and student body, addressing their concerns, and providing a platform for students' voices to be heard.
- ii. Duty to Foster Inclusivity- The Student Council must promote inclusivity by ensuring that all students have equal opportunities to participate in school activities and elections.
- iii. Duty to Maintain Transparency- The Student Council is accountable to the student body and must maintain transparency in decision-making, providing clear communication about council activities and outcomes.

### b. Duties of the student body to the student council:

- i. Duty to Respect the Student Council- Students are responsible for respecting the Student Council.
- ii. Duty to Provide Constructive Feedback- Students have the duty to offer constructive feedback and suggestions to the Student Council, helping to improve the school environment towards achieving its **vision and mission**.
- iii. Duty to Follow School Rules- Students must adhere to the school's rules and regulations, ensuring that their behaviour aligns with the values of respect, discipline, and responsibility to the Student Council and other students.

## 6. Elections—

### 6.1 Election Commissioner

#### a. Appointment and Tenure

- i. The Election Commissioner is appointed by the Election Commission to oversee the election process.
- ii. The Election Commissioner holds office indefinitely until they resign or are formally removed by the Election Commission.
- iii. In the event of a vacancy due to resignation or removal, the Principal appoints a new Election Commissioner within 15 working days.

#### b. Functions of the Election Commissioner - the Election Commissioner is responsible for:

- i. Ensuring that all elections are conducted fairly, transparently, and in accordance with the Student Council Constitution;
- ii. Establishing the election timeline, including nomination periods, campaigning periods, and voting dates;
- iii. Providing the student body with the required information for contesting elections as outlined in 6.3.b;
- iv. Reviewing and approving candidate nominations based on the eligibility criteria, as outlined in 6.4.b;
- v. Disqualifying candidate nominations who do not meet the criteria, outlined in 6.4.b;
- vi. Ensuring all disqualifications are communicated to the candidates with proper justification;
- vii. Ensuring the integrity and confidentiality of the voting process;
- viii. Overseeing and ensuring the accurate collection, counting, and validation of votes;
- ix. Officially announcing the results to the school community;
- x. Impartial resolution of any disputes or concerns regarding the results or any part of the election process;

- xi. Taking appropriate measures against candidates or voters who breach election regulations;
- xii. Organisation of the investiture ceremony.

## 6.2 Eligible Candidates

- a. The eligibility for student leadership positions are as follows:
  - i. School Captain - Grade 12 only
  - ii. School Vice-captain - Grade 11 and 12 only
  - iii. Societies Captains and Vice Captains - Grade 9, 10, 11 and 12
  - iv. House Captains and Vice Captains - Grade 9, 10, 11 and 12

## 6.3 Election Process

The Election Commissioner is responsible for conducting Student Council elections every academic session. The election process must be initiated no later than the end of June each year.

The sequence of the election process will be as follows:

- a. Orientation Session: The Election Commissioner will conduct an orientation session to explain the election process and address any questions from students.
- b. Information Mailing: All students in grades 9-12 will receive an email containing the following information:
  - i. Schedule of dates for the election process
  - ii. The Student Council Constitution, including the expectations and responsibilities of the Student Council and the criteria for elections
  - iii. The nomination form, as prescribed in Annexure I
- c. Nominations, as outlined in section 6.4
- d. Release of the final Candidate List: The Election Commissioner will release the final list of candidates contesting elections.
- e. Voting will take place according to the procedures outlined in 6.5
- f. The results of the election will be announced following the conclusion of the voting process.

#### 6.4 Nomination:

- a. Candidates must file their nominations within the designated nomination window using the format prescribed in Annexure I.
- b. Nomination Scrutiny: The Election Commissioner will scrutinise and assess each nomination based on:
  - i. Eligibility for applied role, outlined in 6.2.a;
  - ii. Students' academic record;
  - iii. Attendance;
  - iv. Discipline and behaviour (No red card(s) in past);
  - v. Fee Clearance record;

The election Commissioner may disqualify candidate nominations based on the above outlined criteria.

- c. Withdrawal of Candidature
  - i. Candidates who have filed nominations may choose to withdraw their candidature for any reason within the nomination window as per the schedule of dates referred to in 6.3.b.i. To withdraw, the candidate must send a formal request via email to the Election Commissioner.
  - ii. Subject to the provisions in 7.4.c.i and 7.4.c.ii, if, at the end of the withdrawal period, only a single candidate's name remains for the posts of School Captain or School Vice-Captain, an additional window of 24 hours will be provided for any other interested candidates to file their nominations.

#### 6.5 Campaigning and Voting Procedure:

- a. School Captain and Vice Captain:
  - i. Campaigning Period: Candidates are permitted to campaign during assemblies, lunch breaks, and designated periods as determined by the school leadership team. All campaigning must adhere to the school's code of conduct, promoting positive engagement and respect for fellow candidates.
  - ii. Voting: Voting will take place on a designated school day. All teaching and non-teaching staff, along with students from Grades 3 onwards, are eligible to vote ensuring a democratic process where every member of the school community



has a voice in selecting their representatives. The voting process will be supervised by the Election Observer to ensure fairness and transparency. Voting will be conducted through anonymous google forms to maintain voter confidentiality and integrity of the election process.

b. Society Captains and Vice-Captains:

- i. All society positions, including Captains and Vice-Captains, are selected by the Election Committee on the basis of the criteria in 6.4.b. These positions are not subject to general voting but are determined based on leadership qualities and merit.

c. House Captains and Vice-Captains:

- i. Campaigning Period: Candidates are allowed to campaign during house meetings scheduled for campaigning by the election Commissioner.
- ii. The election of House Captains and Vice-Captains will take place during predetermined house meetings. All house members present at the meeting are eligible to vote. The process will be supervised by the House Mentors to ensure fairness and transparency.

## **7. Disqualification of Student Council Member(s)—**

### 7.1 Grounds for disqualification

- a. A Student Council member will be disqualified if:
  - i. They receive a major disciplinary action such as red card for violating school rules;
  - ii. They are involved in repeated instances of misconduct or breach of the school's Disciplinary Policy;

- iii. They are late to or absent from 3 consecutive council meetings or official school duties without valid reasons.
- iv. They consistently fail to fulfil their assigned responsibilities or duties or neglect their role, affecting the functioning of the Council.
- v. They leave the school before the completion of their term.

## 7.2 Disqualification procedure

*Provided* that the member in question does not fall under section 7.1.a.v, which results in immediate dismissal from the Student Council, the following procedure will be followed:

- a. Issuing a Warning
  - i. A formal written warning shall be issued by the Election Commission or the School Administration in cases of minor violations or first offences.
- b. Review
  - i. For serious or repeated offences, the Election Commissioner will assess the conduct of the Student Council member and may conduct a vote among the Student Council members if deemed necessary.
  - ii. The member in question will be given an opportunity to explain their actions before the final decision is made.
- c. Final decisions
  - i. The Election Commissioner, in consultation with the School Administration, will decide if the member should be disqualified.
    - b. The decision will be final and binding.
- d. Replacement
  - i. If a member is disqualified, the Election Commissioner will appoint the next highest candidate, the second-place holder, to fill the vacancy.

## **8. Meetings—**

8.1 Student Council Calendar: In the first meeting after the Student Council election, they will discuss and finalise the Student Council Calendar for the entire academic year.

*The Student Council Calendar for the Academic Year 2024-25 can be found [here](#).*

8.2 Calling and Adjourning Meetings: General meetings will be called by the Captain or Vice-Captain in consultation with the Captain. The Captain is responsible for setting the agenda and adjourning the meeting.

8.3 Frequency of Meetings: General meetings will be held once in a month to ensure consistent communication and progress monitoring.

8.4 Addressing Issues and Suggestions: Meetings will include discussions on issues, suggestions, and other matters raised by the council members or the student body.

8.5 Event-Related Meetings: Additional meetings will be held before and after major school events, such as Model United Nations (MUN), Annual Sports Day, and PYP Exhibition, to discuss planning and post-event evaluations.

8.6 Emergency Meetings: Emergency meetings may be called by the School Captain on the request of Student Council members to address urgent matters, particularly those related to discipline or other pressing issues.

8.7 Meeting Duration: The duration of meetings will vary depending on the agenda. General meetings are expected to last for approximately one hour, though specific topics may require more or less time.

8.8 Meeting Agenda: At least 3 days prior to each meeting, a written agenda must be circulated among the Student Council. The School Vice-Captain is responsible for the preparation and circulation of the meeting agenda after it has been approved by the School Captain.

8.9 Minutes of the Meeting (MOM): The School Captain is primarily responsible for documenting and circulating the Minutes of the Meeting (MOM) within a maximum of 3 days of the meeting. In the absence of the School Captain, the order of priority for documenting and

circulating the Minutes of the Meeting (MOM) shall be as follows: the Vice-Captain will take on this responsibility first. If both the School Captain and the Vice-Captain are unavailable, the Society Captains will then be responsible for recording the Minutes of the Meeting (MOM).

## **9. Amendments—**

9.1 Proposing Amendments: Any member of the Student Council may propose an amendment to the Constitution. The proposed amendment must be submitted in writing for review to the School Captain and the leadership team, and be co-signed by at least two other members.

9.2 Voting on Amendments: After the review, the proposed amendment will be presented at the next general meeting for discussion. For the amendment to be adopted, it must receive a two-thirds majority vote from all council members.

9.3 Implementation: If the amendment is approved by the two-thirds majority vote from all council members, it will be incorporated into the Constitution and will take effect immediately unless otherwise specified.

9.4 Record of Amendments: All approved amendments must be recorded in the Constitution with the date of approval and added to the official document for future reference.

## **10. Subsidiaries—**

To facilitate the effective management of student affairs and address the diverse needs of the student body, the Student Council is structured into specialised subsidiary bodies with each body operating under the direction of the Student Council, ensuring coordinated efforts and alignment with the Council's overarching goals; the subsidiaries are:

### 10.1 Salah Committee

- a. Established to ensure that all students can perform their prayers in a serene, hygienic and safe environment; the committee is dedicated to maintaining proper discipline and decorum during Salah time:
- b. Objectives:
  - i. Ensure that students uphold appropriate behaviour and discipline before, during, and after Salah,
  - ii. Facilitate a smooth transition to and from the prayer area,
  - iii. Address any issues or disturbances that arise promptly and effectively;
- c. Membership and hierarchy: The Captain of the Health and Discipline society will be the de facto head of the Salah Committee; The head possesses the authority to appoint and remove members from the Salah Committee as deemed necessary;
- d. Reporting: While the committee may receive support from the ISP department, it will report exclusively to the Student Council regarding its activities and any issues encountered;

### 10.2 Canteen Committee

- a. Established to oversee the operations and management of the school canteen, ensuring that it meets the needs and preferences of the student body while adhering to high standards of hygiene and service;
- b. Objectives:
  - i. Monitor and evaluate the quality of food and services provided by the canteen,
  - ii. Address and resolve any concerns or complaints related to canteen services,
  - iii. Collaborate with canteen staff to ensure compliance with health and safety regulations,
  - iv. Collect bimonthly feedback through google forms in the format prescribed in Annexure II from students regarding their canteen experience and recommend improvements; the Head of the Canteen Committee will circulate the form and compile the feedback to recommend necessary improvements.

- c. Membership and Hierarchy: The Canteen Committee shall be headed by the Admin Head; the Admin Head has the authority to appoint members of staff as well as up to four members of the Student Council to serve on the committee;
- d. Reporting: The Committee will provide timely reports to the Admin head and to the Student Council when required, detailing its activities, feedback received, and any actions taken to address concerns.

### 10.3 Class Representatives' Committee

- a. The Class Representatives Committee is dedicated to ensuring effective communication between students and the Student Council. It serves as the primary channel for raising student concerns, suggestions, and feedback, ensuring that every class has a voice in school matters.
- b. Objectives:
  - i. Represent the interests, concerns, and suggestions of their respective classes to the Student Council,
  - ii. Facilitate communication between students and the Student Council, ensuring all students are informed about council decisions and initiatives,
- c. Membership and Hierarchy:
  - i. Eligibility Criteria
    - 1. Candidates must have no disciplinary issues.
    - 2. Candidates must maintain a minimum attendance of 85%.
  - ii. Election Process
    - 1. Interested candidates nominate themselves along with a justification for their eligibility to become a CR.
    - 2. All members of the class participate in the voting process to ensure a fair and democratic selection.
    - 3. Class Teachers (CTs) may choose to appoint up to two CRs, based on the class strength.
  - iii. Role of class teachers
    - 1. Class Teachers (CTs) act as the election officers responsible for overseeing the election process in their respective classes.

2. Elections are conducted in the presence of Coordinators to ensure transparency and fairness.
  3. After elections, the Class Teacher is responsible for emailing the names of the elected CRs to the School Captain within the one-week election period.
- iv. Tenure and term limits
    1. Each elected CR serves a term of three months.
    2. CRs are not eligible to serve consecutive terms in the same Academic Session
  - v. Election timeline
    1. The CR election process commences with the start of a new Academic Session in March.
    2. A period of one week is allotted to complete the election process for CRs.
    3. Elections for CRs are conducted three times during the academic year: in March, August, and November.
- d. Reporting: Class Representatives will report regarding its functioning and/or concerns via mail or a written application to any of the student council members, conveying the perspectives of their classmates.

#### 10.4 Student Council Trainees

- a. The Student Council Trainees Committee is established to nurture future leaders by providing students the opportunity to learn about the workings of the Student Council. Trainees observe, assist, and gain valuable experience in leadership and decision-making;
- b. Objectives:
  - i. Provide students with firsthand experience in the operations of the Student Council,
  - ii. Foster leadership skills, teamwork, and a sense of responsibility among trainees,
  - iii. Prepare trainees for potential leadership roles within the council in future terms.
- c. Membership and Hierarchy: Trainees are selected from grade 5 based on merit, interest, and potential leadership qualities, identified by the Election Commission and the PYP

leadership team. The student council will oversee the Trainees Committee, assigning tasks and monitoring their progress.

- d. Reporting: Trainees will report to the Student Council. Quarterly feedback sessions will be held to track the trainees' development and contribution to council activities.



**ANNEXURE I**

Nomination Form:

**Eastern Public School**  
**Ward no 1 Abbas Nagar Bhopal**  
**Election Nomination form 2024-25**

**Name of the Nominee** \_\_\_\_\_

**Position applied for** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Class of the nominee** \_\_\_\_\_

**Date of Birth**

\_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Email** \_\_\_\_\_

**Why should you be elected/selected for this position? Justify your Nomination.**

**What lessons did you learn from the life of Hazrat Abu Bakr/ Umar/Uthman/ Ali (depending on your house name) and how are you implementing them in your life?**

I take full responsibility that joining the Student Council will not affect my academic performance. I will fulfil all my responsibilities with full dedication and maintain a balance between leadership and academics.

I \_\_\_\_\_ hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Signature of the candidate

Verified/NOC by Parent's/ Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified/NOC by Class Teacher \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief EPS Election Committee declares that above candidate is eligible/not eligible for the post mentioned.

Signature

## ANNEXURE II

[EPS Canteen Feedback Form](#)