

## **MEETINGS**

SNA meetings or meeting of the executive board will be held at least once a month, with prior notification, or as deemed necessary by the president. Agenda prepared by the SNA Advisor shall be approved by the President. Copies of the committee reports are filed in the President's and Advisor's file. SNA secretary maintains the report of all the activities carried out in the SNA unit.

### **ARTICLE V: STANDING COMMITTEES**

#### **Section I: Programme /Cultural committee**

SNA conducts various curricular and co-curricular activities for the students during the year.

#### **Section II: Disciplinary**

SNA unit has the responsibility of maintaining the discipline of the students. Every year, students will be oriented towards the rules and regulations and uniform code in the college as well as in the clinical areas. They are also responsible to maintain discipline during various celebrations of the college of Nursing

#### **Section III: Finance committee:**

Finance committee maintains the statement of the accounts of the year and present during the e General body meeting.

#### **Section IV: Sports committee:**

The committee encourages the students to actively participate and organize the sports activities.

#### **Section V: Media Committee:**

### **ARTICLE VI: ELECTIONS**

The SNA Media committee works with Media Committee of RRCON and publicizes the activities, achievements of student Nurses Association unit, in the Website of the Institution.

SNA conducts election every year for the post of Vice President, Programme Co-coordinator, Secretary, Joint Secretary and Treasurer. The election of the officer's bearers will be held at the beginning of the academic year. The class representatives will be selected by the respective class students.

The executive board consist of President (Principal of College of Nursing) .SNA Advisors (faculty of CON) & Vice President, Programme Co-coordinator, Secretary, Joint Secretary, Treasurer and 3 class representatives from the student body. The term of office will be for one year

### **The eligibility criteria for nominees and SNA executive posts are**

- Student should be an integrated person
- Student should be committed to the responsibilities given
- Student should always stand for the right and what the college management plans
- Student should lead an exemplary life especially in values, discipline and punctuality.
- Student should be intelligent, creative and active member
- Should not have been an executive in the previous years.

## **ARTICLE VII: RESPONSIBILITIES OF OFFICERS**

### **Section I: President/ Committee Chairperson**

- The president is the representative of the SNA to the faculty.
- The president presides at all meetings of the organization and of the executive board.

### **Section II : Vice President**

- The Vice-President acts as the coordinator of all committees.
- The Vice-President will preside in the absence of the president.

### **Section III: Program co-coordinator:**

- The responsibilities of the cultural committee are carried out by the programme co-ordinator.

### **Section IV: Secretary**

- The Secretary will keep the record of the proceedings of all meetings.
- The Secretary will also take attendance at meetings.

### **Section V: Joint Secretary**

- The Joint Secretary will be responsible for all SNA communications.

### **Section VI: Treasurer**

- The treasurer will keep an itemized record in a permanent file of all receipts and expenditures and give written report during the meetings.

## **Section VII: Class Representatives**

The responsibilities of the class representatives are:

- To serve as liaisons between their respective classes, the SNA and faculty.
- To communicate & relay pertinent information to their respective classes.

## **Section VII: SNA Advisors**

- SNA Advisors are the faculty of the College of Nursing
- The SNA Advisors will be responsible for the coordination of student representatives to Student body.
- SNA Advisor assists the president in carrying out the meeting and activities of the association.
- The advisors will serve a term of one or two years. If unable to fulfill obligations, said advisor may appoint a new advisor with the executive board's approval.