



**THE VILLAGE**  
INTERNATIONAL SCHOOL  
"We Nurture Dreams"

08, June 2022

TVIS/Activities/2022-23/008

## Prefectorial System at TVIS

Leaders help themselves and others to do the right things. They set direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to "win" as a team and it is dynamic, exciting, and inspiring.

Prefects are students who aspire to be positive and role models and provide leadership to the school. The role of Prefect is a highly respected and very important one. The main duty of prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the class and the School.

This year the students of The Village International School will be given the opportunity to assume leadership roles in the school through a democratically elected prefectorial system. There will be a Boy Prefect and a Girl Prefect representing every grade and section from grade 6 to grade 12. The eligible candidates can fill in their nominations which will be scrutinized by the Electoral Officer and his team. Self-nominated candidates will be allowed to present their manifestos to the student body. The students of the class will be given the opportunity to vote for students of their choice class wise under the supervision of your class teacher.



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## Student Councilors at TVIS

The Village International School shall have the following portfolios in the Student Council who will help the teachers to run the school smoothly. Basically, the grade 12 students will not be called for a lot of work as they have to concentrate on their academics. They will be called only for important functions to stand ceremoniously to welcome and escort the chief guest, Deliver the Welcome Speech and the Vote of Thanks at various functions All work which includes conceiving, planning and executing will be done by the Assistants of grade 9 and 11. They will automatically be promoted to the next level in class 12 without any elections next year. In other words, the elections will only be for grade 11. Elections for House Captains and Vice Captains will be conducted every year (XII, XI and IX)

### Members of the Student Council:

- ✓ Head Boy from class 12
- ✓ Head Girl from class 12
- ✓ Asst. Head Boy from class 11
- ✓ Asst. Head Girl from class 11
- ✓ Student Editor from class 12
- ✓ Asst. Student Editor from class 11
- ✓ Arts and Sports Club Coordinator from Class 12
- ✓ Asst. Arts and Sports Club Coordinator from Class 11
- ✓ Community Outreach Coordinator from class 12
- ✓ Asst. Community Outreach Coordinator from class 11
- ✓ House Captain for RED House from 12



- ✓ Vice-Captain for RED House from IX and XI (2 Vice Captains)
- ✓ House Captain for BLUE House from 12
- ✓ Vice-Captain for BLUE House from IX and XI (2 Vice Captains)
- ✓ House Captain for YELLOW House from 12
- ✓ Vice-Captain for YELLOW House from IX and XI (2 Vice Captains)
- ✓ House Captain for GREEN House from 12
- ✓ Vice-Captain for GREEN House from IX and XI (2 Vice Captains)

#### A Few Dates to be Kept in Mind

- Last date for Self-Nomination – 13<sup>th</sup> June 2022 before 5:00 pm.
- House Meeting- 13<sup>th</sup> June 2022 (Period-3)
- Last date for withdrawal of nomination – 14<sup>th</sup> June 2022 before 5:00 pm.
- Meet the Candidate – 15<sup>th</sup> June 2022. (P7, P8)
- Offline Elections for Class Prefects and Student Council Members – 17<sup>th</sup> June 2022. (P2 & P3)
- Student Council Election Results – 17<sup>th</sup> June 2022.

#### Rules for Prefect Elections

- All sections of grades 6 - 12 will have two elected prefects - one boy and one girl.
- Elections will be conducted in the class by class teacher.
- Candidature Application to be filed with the present class teacher.
- Class teacher to check all the documents and verify the authenticity and submit a list of candidates to the Electoral Officer (EO).



## Criteria for standing for Prefectorial Elections

- ✓ The candidate should have been a student of TVIS for the last two academic years. Electoral Officer (EO) has the power to do necessary changes, if no nominations has been received with the said norms.
- ✓ The candidate should have an excellent academic track. (Above 70% [overall]. Last year's report will be verified by Electoral Officer (EO)).
- ✓ The candidate should have an excellent character record. (Application to be approved by his / her previous class teacher).

## Roles and responsibilities of a Prefect

- Prefects should act as the role model for all the students in the class and School.
- Prefects must adhere to School Rules and Regulations at all times.
- Be dressed appropriately at all times.
- Maintain an excellent attendance record.
- Be punctual for your duties.
- Maintain a perfect behavioural record.
- Be positive and enthusiastic.
- Be able to encourage and motivate fellow students.
- Be cooperative, helpful, well-mannered, trustworthy, and responsible.
- Be respectful towards teachers, your peers, and the school environment.
- Display leadership qualities: confidence, initiative, problem solving skills, etc.
- Be willing to take on extra responsibility.
- Report any abnormalities in student behaviour.
- Be able to work independently and as a team to complete tasks without supervision.
- Maintain a good academic record



- Be a good ambassador for the school.
- Prefects should serve as counsellors to junior students.
- Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- The academic and behavioural standards must be maintained.
- Prefects will always work in the interest of the school.
- They should follow the code of conduct as described by the school Almanac.

### Rules for Student Council Elections

- All students of grades 9 to 12 will be eligible for voting.
- The procedures of election will be under the control of the Electoral Officer (EO). Elections will be conducted offline by the Electoral Officer (EO).
- Candidature can be offered only for one position.
- Class teacher to check all the documents and verify the authenticity and submit a list of candidates to Electoral Officer (EO).
- If there is only one candidate he/ she shall be declared unanimously elected with the election results.
- If there are more than one candidate for a position, then elections need to be conducted.

### Criteria for standing for Student Council Elections

- ✓ The candidate should have been a student of TVIS for the last two academic years. EC has the power to do necessary changes, if no nominations has been received with the said norms.
- ✓ The candidate should have an excellent academic track. (Above 70% [overall]. Last year's report will be verified by Electoral Officer (EO))
- ✓ The candidate should have an excellent character record. (Application to be approved by his / her previous class teacher).
- ✓ Candidate with a sports background should attach testimonials with application.



Leadership training for Prefects and Student Council will be arranged soon after the Investiture Ceremony.

### Duties of Head Boy, Head Girl and Council Members

The position of head boy / girl / council member is granted to students who exemplify good behaviour, grades and attendance. As a council member a student is responsible for setting an example for other students at the school and for serving as a leader in school activities.

### Lead by Example

One of the most important duties of a head boy / girl/ council members is to lead by example. Each day at school, he/she must act in keeping with school rules and regulations, keeping in mind that other students will look to him/her for behavioural clues. This includes showing up to class on time, participating in school events, maintaining good grades and showing school spirit at sporting events.

### Represent the School

Head boy / girl/ council members are often required to be ambassadors for their school at events around the country or even around the Globe. At these events, which may include festivals and conferences, the Head boy/ girl/ council members may speak on behalf of the student body, volunteer or man a school booth. At school parents' evenings, the Head boy / girl is usually present to speak with attendees.

### Organize Prefect Duties

The head boy / girl is responsible for organizing school prefects, who are leaders from each grade level. He/she must plan and assign duties, head meetings, explain the rules and regulations and is often the first line for prefect conflicts. The head boy / girl should ensure that prefects are taking care of their supervisory responsibilities and may speak with teachers to discuss any issues.

### Participate on Committees

During the course of a school year, the head boy / girl/ council members are responsible for serving on various committees to plan school events. He / She may head up committees for dances, school carnivals,



newspaper activities, clubs or other organized events. He / She may also handle fund-raising events with prior permission.

#### Resource for Students

The head boy / girl/ council members are often the persons, younger students go to when they are having problems with bullies or when they run into other trouble at school. The head boy / girl has a varying level of authority in such situations, but is always able to give advice and may organize a mediation session when necessary.

#### Regular Duties (Offline mode)

To conduct and monitor break / lunch/ dispersal duties as per the agreed Rota. He / She should be at the School main entrance with the Principal, Vice Principal and other school administrators daily in the morning to welcome the students and teachers. This will minimize the uniform defaulters, shabbily dressed students and late comers in school. It will also have a positive impact on teachers to see the administrators at the gate to welcome them.

#### DEMOTION OR DISMISSAL FROM THE PREFECTS BOARD/COUNCIL

A council member/ prefect will be demoted in the following cases:

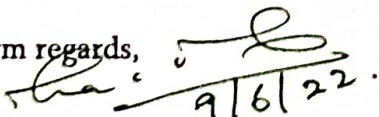
- If the student is charged with any disciplinary issue, the matter will be sent to the Disciplinary Committee to analyse the matter.
- Depending on the action proposed by the Disciplinary Committee, the School's Senior Administration will decide to demote or dismiss the student from the Prefects Board/council.

Note:

1. Activity Hall Notice Boards (4 Blue Boards) can be used for election campaigns. All other activities strictly restricted.
2. Nomination Google Form will be shared on 11<sup>th</sup> June 2022.
3. Dr. Benny V Paduvan will be the Electoral Officer [EO] for the School Elections (Academic Year 2022-23).

ALL THE BEST.

Warm regards,

  
9/6/22

Principal (Election Commissioner (EC))

