

# Student Welfare Office(SWO)

## Office Establishment-Roles and Responsibilities

**Vision:** Student Welfare Office is envisioned to nurture the students with social and professional skills, with the essence of local culture and ethical values to empower the society.

**Mission:** Student Welfare Office empower the student fraternity by providing a platform to build their professional and life skills to perform their roles with societal values.

### **Objectives:**

- To establish single platform to facilitate collaborations among departments for technical and cultural events in college by establishing various clubs
- To establish platform and process to enhance social, leadership, and cultural values
- To establish platform and process to enhance Interpersonal skills in professional roles and ethical values
- To encourage participative development in curricular and co-curricular aspects

**Dr. K.R. Shylaja**

Professor, Dept. of AIML

**Student Welfare Officer**

**Mr. N. Chetan**

Assistant Professor

Dept. of IEM

**Student Welfare Coordinator**

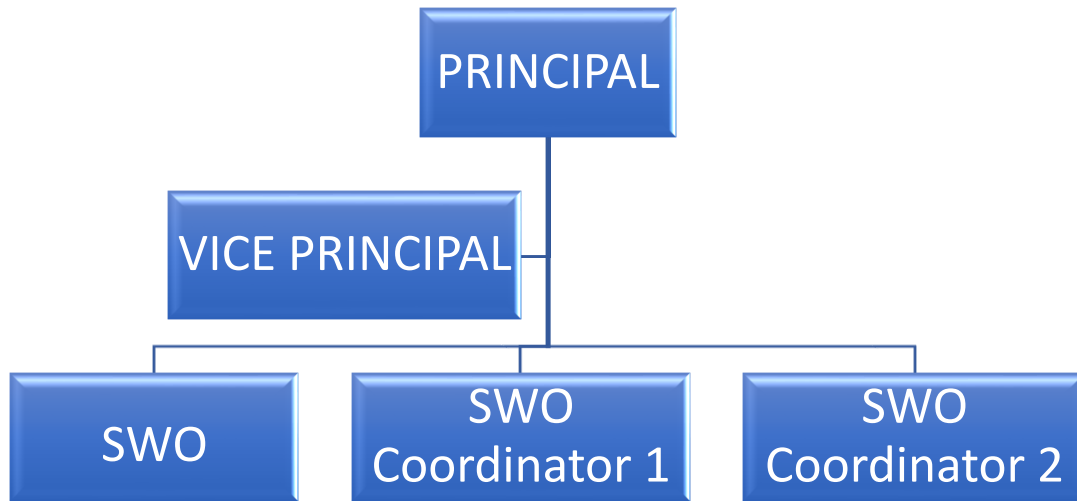
**Mrs. V. KESTARA**

Assistant Professor

Dept. of ECE

**Student Welfare Coordinator**

## Structure of Student Welfare Office

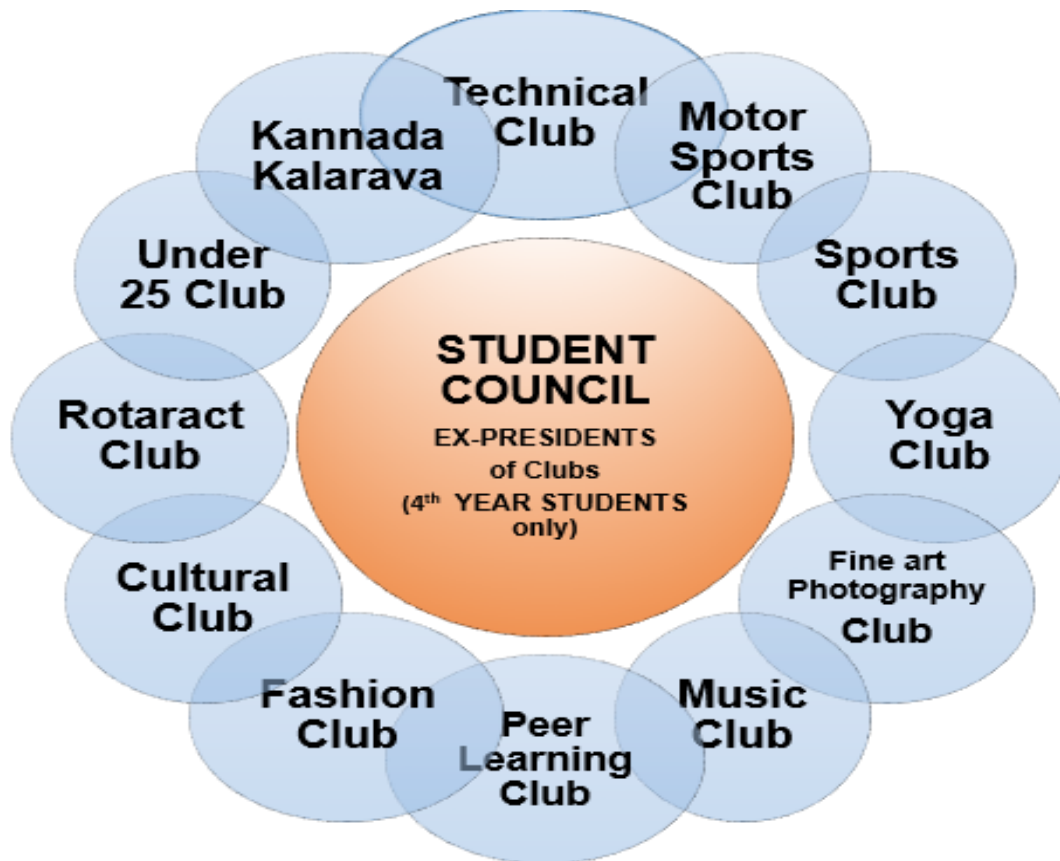


### Roles and Responsibilities:

1. Centralized facility for tracking student achievements across all the departments in technical, cultural and co-curricular activities
2. Coordinating the activities of Technical, culture and co-curricular activities including sports and games
3. Foster an anti-ragging environment in the college premises
4. Students discipline and counselling on different issues with the support of Medical Counsellor of our Institute
5. Handling Student Clubs that are interdepartmental and motivating and promoting the students to come out with regular events.
6. Taking forwards the proposals submitted by students for approval by representing them with the management and principal.
7. Preparation of budget required and allocation for the development and operation student activities.
8. Intervene in the students affairs in so far as they have a bearing on the campus culture, discipline and decorum.
9. Procurement of materials for the Technical Clubs and cultural clubs, sports etc., through central purchase committee.
10. Advise various departments on the cultural differences so as to deal with the students in a more sensitive manner

## Clubs of DEAN (STUDENT AFFAIRS)

- 1) Identify and encourage students with abilities to participate in State, National and International level events.
- 2) Provide for necessary infrastructure and facilities for organising these events.
- 3) Organise Interdisciplinary clubs such as :
  - (a) **Technical Clubs ( GDSC)**
  - (b) **Motor Sports Club**
  - (c) **Under 25 Club**
  - (d) **Rotaract Club**
  - (e) **Yoga Club**
  - (f) **Fine Arts & Photography Club**
  - (g) **Music Club**
  - (h) **Peer learning Club**
  - (i) **Cultural Club**



### **Student Council (SC)**

There shall be a Student Council (SC) constituted by the Principal.

The constitution of the Council shall be:

<b>Principal</b>	---	<b>Chairman</b>
<b>SWO</b>	...	<b>Convenor</b>
<b>SWO Coordinator 1</b>	...	<b>Co-Convenor</b>
<b>SWO Coordinator 2</b>	...	<b>Co-Convenor</b>
<b>Final Year Student</b>	...	<b>President</b>
<b>Third Year Student</b>	...	<b>Secretary</b>
<b>Second Year Students (4 members)</b>	...	<b>Joint Secretary</b>
<b>Club Leads</b>	...	<b>Members</b>
<b>Event wise coordinators</b>	...	<b>Members</b>

The council shall meet as and when required frequently.

### **Roles and Responsibilities of Student Council:**

The Student Activity Council shall have the following Roles:

- i. To arrive at plan of execution of college level events for each academic year and budget proposal for the year.
- ii. To recommend to the College Trust for providing additional infrastructural facilities to the students.
- iii. To review and advise on organization and participation of co-curricular and extracurricular activities by the students.
- iv. To review and prepare guidelines for selection of the students for representing the College in Technical Events, cultural programmes, Hackathons, youth festivals, student seminars, quizzes, student meets, elocution competitions, sports competitions, etc.
- v. To review and advise on any other matters including handling of crisis situations.

## **FINANCIAL APPROVAL PROCESS:**

**For all the events organized by students under SWO has to go through the following process:**

- I. Student Council will prepare the event list and budget for conducting the events by taking approval from every member in the core team (including Sponsorship money)
- II. The details are presented to College Purchase Committee for cross checking the budget plan
- III. Sponsorship money should be deposited in college account
- IV. Presented the final budget to principal for approval
- V. Final submission to management for approval
- VI. The amount will be released from SWO based on requirement
- VII. Bills should be settled before claiming the next advance amount
- VIII. Final payment after the bills submission

## **STUDENT DISCIPLINE**

The following are Conduct and Disciplinary Rules applicable to the students of Dr Ambedkar Institute of technology.

### **General Disciplinary Rules**

1. Students are expected to conduct themselves generally in a manner which does not hinder the College's purposes or operation, nor damage its reputation.
2. Every student shall come to the college in descent attire prescribed by the administration.
3. Every student shall always carry the photo identity card with him in the campus and produce as and when asked for by the authorities.
4. Students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
5. Students are prohibited to sit on the corridor walls.
6. Students are required to give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the College premises.
7. Students are required to cooperate with the administration in keeping the classrooms, laboratories, library and the College premises neat and in an orderly manner.
8. For any study related matters, the student is required to contact the teacher who taught subject.
9. For hostel related problems, he/she is required to contact the concerned warden.
10. For any other personal grievances/ problems the students can feel free to contact the HOD.

11. Smoking / chewing tobacco, spitting and drinking alcohol are strictly prohibited in the College premises. Hence, anybody found indulging in these activities shall be punished as per the rules.
12. Students are prohibited from organizing any meetings or entertainment programmes in the college premises or collecting money for any purposes within the college without the permission of the competent authority.
13. Students desirous of addressing the Dean (Student Affairs) either personally or by letter should do so through the respective HOD.

### **Disciplinary action**

1. Ragging in any form within or outside the college campus is strictly prohibited.
2. Any student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished, as per the rules under Ragging Act 26 of 1997.
3. Any student convicted of an offence of ragging shall be dismissed from the Institution.
4. Disciplinary action may be invoked against a student where an allegation is made, by any person which includes the following:
  - a. Disruption of, or interference with, academic, administrative, sporting, social or other activities of the Institution.
  - b. Sexual, racial, physical or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly, irregular or unreasonable behaviour;
  - c. Behaviour which contravenes the Deans /HODs dignity and respect.
  - d. Fraud, deception, dishonesty or misappropriation of college funds or assets, misuse or falsification of any records or documents held by the college, its staff, students or visitors, or any improper access to, transmission, use, or disclosure of any data held by the college.
  - e. Conduct which constitutes a criminal offence where that conduct –
    - i) Takes place on or in the vicinity of college premises, or
    - ii) Affects other members of the college, or
    - iii) Damages or threatens the reputation of the college.
    - iv) Itself constitutes misconduct within the meaning of these Rules.
  - f. Damage to, or wrongful treatment of, the property or equipment of the college or any of its staff, students or visitors, or any action likely to cause injury to any person or impairing the health and safety of the premises or its occupants, or contravening college policies on health safety and the environment.

- g. Action or omission which could cause loss, damage or injury or put others at risk.
- h. A breach of any rules, regulations codes of conduct or procedures, or any failure to comply with any ruling made as a result of disciplinary Proceedings whether formal or informal

### **Procedure for Disciplinary Action**

- i) On receipt of the report of the investigation into an allegation of misconduct, the Dean shall arrange a hearing of the allegations of misconduct, unless he decides that the matter is not sufficiently serious to justify formal disciplinary action.
- ii) If the Dean considers that there is a good cause to suspend the student pending a hearing, he may suspend the student.
- iii) Where a hearing is to be held, the Dean shall send a notice to the student specifying generally the matters into which the hearing shall be held, and stating the day, hour and place appointed for holding the hearing.
- iv) The Notice shall be sent not less than seven working days, before the day appointed for holding the hearing, provided that where the student and the Dean (Student Affairs) so agree, the period of notice may be reduced.
- v) If the student does not appear, he may proceed with the hearing in the student's absence, or may adjourn the hearing.
- vi) The facts shall be established as fully as possible, calling any witnesses where necessary. A member of administrative staff shall be in attendance to record the proceedings.
- vii) Having determined the facts, the Dean (Student Affairs) shall decide thereon, and may impose one or more of the following warnings or other penalties as he thinks appropriate in the circumstances:
  - a. An oral warning without recording on the student's file.
  - b. A formal written warning or reprimand which shall be recorded on the student's file for such period as the Dean may consider appropriate.
  - c. An order for compensation for damage or loss.
  - d. The withdrawal of any benefit, facility or privilege; for such period as the Dean (Student Affairs) may consider appropriate.
  - e. A fine or penalty not exceeding Rs. 1000/-.
  - f. In relation to hostel and / or classroom, expulsion from hostel and / or college.

g. Alternatively, the Dean (Student Affairs) may decide to refer the matter to the Principal for his consideration.

viii) A note of the decision (other than an oral warning) should be recorded on the student's file, and a copy sent to the Principal.

ix) The student shall be given written notification of the decision, and be advised of his right to appeal to the competent authority against the decision of the Dean (Student Affairs) in so far as it imposes any written warning or other penalty.

### **DISCIPLINE COMMITTEE**

The Discipline Committee is an Academic Body constituted by and reports to Principal.

It deals with the indiscipline cases of the students of non-academic nature and also of academic nature (i.e., use of unfair means in any component of evaluation)

1. Composition of the Discipline Committee as constituted by College
2. Meetings of the Discipline Committee
  - a) The discipline committee shall meet as often as required.
  - b) Meeting can be called as per the convenience of the members and other concerned persons and no specified Notice period is required.
  - c) Every meeting shall be presided over by the Chairman of the Committee.
  - d) Convenor shall finalize the Minutes of the proceedings as soon as possible after the conclusion of the case.
3. To hold enquiry of the concerned people into the case.
4. To establish the guilt of the student.
5. To recommend the punishment to the Principal or for further necessary action in cases of indiscipline.

**Student Welfare Officer**

**Principal**



