

STUDENTS WELFARE CELL

There are several problems that the undergraduate students face on campus. The ideal people to approach for such problems are the President SG and the Chairman Students' Senate. However, for several reasons including time constraints they are unable to pay heed to every single issue. Also, for most of such problems there does not exist any other appropriate cell which students may approach to resolve such issues. For the purpose of addressing such and other related issues, it is proposed that a Students Welfare Cell is setup, which would work towards helping students facing such problems.

Some of these issues are:

- **Termination:** Once a student is terminated, s/he ceases to be a recognized student of the institute. Since they are not registered students, they cannot officially avail institute facilities and are generally refused to be counselled by the institute authorities. In such situations, these students generally face a lot of emotional stress as well as parental pressure. They need to be informed about the process of appeal as well as represented at the various levels like DUGC, SUGC and the Academic Senate. It is needed that the case of every such student is known beforehand and conveyed to the nominees of Standing Committees (DUGC, SUGC) so that student members may vouch for the same. This cell will have volunteers to help such students by informing them about the proper channel of appeal/re-appeal and helping them in every other possible way.
- **Administrative issues regarding Scholarships and Insurances of students:** The students, especially the freshers have many doubts regarding the application process, selection criteria, the correct documents needed for submission for various institute scholarships. They are a bit hesitant to approach the institute authorities and end up either submitting wrong documents or give up the idea to apply for the same. Similar is the situation in case of insurance claim in case of death of parents. This cell may have a student nominee of SSPC so that correct information is conveyed to all such students and moreover the students know whom to approach in case of any such issues.
- **Pre-registration:** As we have noticed in the past, there are several issues that trouble students at the time of pre-registration. In fact the SUGC have asked the student members to prepare an exhaustive list of such issues so

that they can be resolved. But with the number of students increasing, as well as the freedom a student gets in the new ARC as far as planning one's academic template is concerned, the problems are only going to increase. This cell plans to address all such issues beforehand by making suitable proposals to the authorities (SUGC and OARS).

- **Registration and Late Registration:** Since every student is not aware of all the rules mentioned in the UG Manual, and there is lack of information dissemination on institute's behalf, several students face issues with the late registration. Many students end up paying Late Registration Fee even if they had genuine reasons to register late. Similarly, there are several other issues in manual registration as well as fee payment process. This cell plans to raise such issues before the authorities in time so as to ease out the process for the students.
- **General Academic and administrative issues :** Besides the issues mentioned above, there are several specific issues concerning individual students like de registration in a particular course, grade change application process, semester drop, branch change application etc. The students in such situations do not know whom to approach to get the legitimate information. The SWC cater to the needs of such students by providing them information or taking up their cases to the concerned authorities as the case may be.

Proposed Structure:

- 2 Coordinators
- 6 student members as Core team

Proposed By-

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Seconded By-

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