



Student Welfare Committee

1. Description of the Committee:

The Student Welfare Committee is dedicated to ensuring the holistic well-being of all students within the Institution community.

Comprising faculty, staff, and student representatives, the committee focuses on fostering a supportive environment conducive to academic success and personal growth.

It oversees initiatives promoting mental and physical health, diversity and inclusion, student engagement, and conflict resolution.

Through proactive outreach, advocacy, and resource allocation, the committee endeavours to address student concerns, enhance campus life, and cultivate a vibrant and inclusive learning community.

2. Purpose of the Committee:

The purpose of the Student Welfare Committee is to safeguard and enhance the overall welfare of students within the institution.

It aims to create a nurturing environment that fosters academic excellence, personal development, and a sense of belonging.

Through strategic planning and collaboration, the committee works to address challenges, promote well-being initiatives, and advocate for student needs.

By prioritizing diversity, equity, and inclusion, the committee endeavours to cultivate a supportive community where every student feels valued, supported, and empowered to thrive academically and personally.

3. Objectives of the Committee:

- a) Promote mental and physical health initiatives to support student well-being.
- b) Foster a culture of inclusivity and diversity within the Institution community.



- c) Provide resources and support services for students facing academic, personal, or emotional challenges.
- d) Organize engaging events and activities to enhance student engagement and campus life.
- e) Implement conflict resolution mechanisms to address student grievances effectively.
- f) Collaborate with faculty, staff, and student organizations to address emerging student needs and concerns.
- g) Advocate for student rights and interests within the broader institutional framework.
- h)** Continuously assess and adapt strategies to ensure the committee effectively meets the evolving needs of students.

4. Committee Members/ Composition:

S. No.	Name of Faculty	Designation	Committee Designation
1	MOHAMED ARSHADH	HEAD – HUMAN RESOURCES & ADMINISTRATION	Faculty Member
2	Khadeeja	Student	Student Representative
3	Ashik	Student	Student Representative

5. Roles and Responsibilities of Members:

Faculty Member:

- Provide leadership and guidance in promoting student welfare initiatives within the B-school.
- Serve as a liaison between students, faculty, and administration to address student concerns effectively.



- Contribute expertise and resources to develop and implement programs supporting student mental and physical health.
- Participate in committee meetings, discussions, and decision-making processes to ensure alignment with institutional goals and values.
- Mentor and support student representatives in their roles and responsibilities within the committee.
- Collaborate with fellow faculty members, staff, and student representatives to foster a cohesive and supportive committee environment.
- Stay informed about best practices and research in student welfare to continually enhance committee efforts and impact.

Student Representative:

- Act as a voice for fellow students, advocating for their needs, concerns, and perspectives within the committee.
- Solicit feedback and input from the student body to inform committee discussions and initiatives.
- Promote awareness of available resources and support services to students facing academic, personal, or emotional challenges.
- Organize and participate in student engagement activities and events to enhance campus life and community spirit.
- Collaborate with faculty, staff, and fellow student representatives to develop and implement welfare initiatives tailored to student needs.
- Communicate regularly with constituents, providing updates on committee activities and soliciting input on relevant issues.
- Serve as a point of contact for students seeking assistance or guidance regarding student welfare matters.
- Uphold the values of inclusivity, respect, and empathy in all committee interactions and initiatives.

6. Frequency of Meetings:

The Committee meets once in every semester to plan, review the progress and implementation of welfare measures for the staff.

7. Procedure:

(Sequential steps for each of the activity carried out by the committee/cell and Flow Chart)

Scholarship Assistance:



- Identify available scholarship opportunities.
- Inform students about eligibility criteria and application deadlines.
- Assist students in preparing and submitting scholarship applications.
- Review and evaluate applications based on predefined criteria.
- Notify successful applicants and facilitate disbursement of scholarship funds.
- Follow up with scholarship recipients to ensure compliance with any reporting requirements.

Flowchart:

Identify Available Scholarship Opportunities ---Inform Students about Eligibility and Deadlines ----Assist Students in Application Preparation---Review and Evaluate Applications ---Notify Successful Applicants---Facilitate Disbursement of Funds---Follow up with Recipients

Financial Assistance:

- Assess financial need and eligibility criteria for assistance.
- Provide guidance and support to students in navigating financial aid options.
- Assist students in completing financial aid applications and documentation.
- Review and evaluate financial aid requests.
- Coordinate with relevant departments or external agencies for funding allocation.
- Monitor and track disbursement of financial assistance to eligible students.

Assess Financial Need and Eligibility---- Provide Guidance on Financial Aid Options----
--Assist with Application Process-----Review and Evaluate Requests ----Allocate
Funding----Monitor Disbursement

Insurance:

- Research and identify suitable insurance options for students.
- Educate students about the importance of insurance coverage and available plans.
- Assist students in selecting and enrolling in insurance plans.
- Provide ongoing support and guidance regarding insurance-related queries or claims.
- Facilitate communication between students and insurance providers as needed.
- Organize informational sessions or workshops on insurance literacy and risk management.

Research and Identify Insurance Options --- Educate Students about Insurance Plans
----Assist with Plan Selection and Enrollment ---- Provide Ongoing Support ----Facilitate
Communication with Providers----Organize Educational Workshops



Concession for travel (Bus pass):

- Liaise with transportation authorities or providers to negotiate concession rates.
- Determine eligibility criteria and application process for obtaining bus passes.
- Communicate concession details and application procedures to students.
- Assist students in applying for and acquiring bus passes.
- Monitor usage and renewal of bus passes as needed.
- Address any issues or concerns related to bus pass concessions.

Flowchart:

Negotiate Concession Rates---Determine Eligibility and Process---Communicate Details to Students---Assist with Application and Acquisition-----Monitor Usage and Renewal---Address Issues or Concerns

Medical Clinic:

- Collaborate with healthcare providers or institutions to establish a medical clinic on campus.
- Determine clinic operating hours, services offered, and appointment procedures.
- Promote awareness of the clinic among students through various channels.
- Facilitate scheduling of appointments and access to medical services for students.
- Ensure confidentiality and privacy of medical records and consultations.
- Gather feedback from students to continuously improve clinic services.

Flowchart:

Establish Clinic Facilities---Determine Operating Procedures---Promote Awareness among Students---Facilitate Scheduling and Access---Ensure Confidentiality---Gather Feedback for Improvement

Cafeteria:

- Evaluate cafeteria facilities and services to identify areas for improvement.
- Gather feedback from students regarding cafeteria preferences and concerns.
- Collaborate with cafeteria management to enhance menu options, quality, and affordability.
- Implement initiatives to promote healthy eating habits and dietary diversity.



- Monitor cafeteria operations and address any issues or complaints raised by students.
- Organize events or promotions to encourage student participation and engagement with cafeteria services.

Flowchart:

Evaluate Facilities and Services ---Gather Student Feedback---Collaborate with Management---Implement Improvement Initiatives----Monitor Operations----Organize Events and Promotions

Bank Loan Support:

- Establish partnerships with banks or financial institutions offering student loan programs.
- Provide information and guidance to students about available loan options and eligibility criteria.
- Assist students in preparing loan applications and required documentation.
- Facilitate communication between students and loan providers throughout the application process.
- Monitor loan disbursement and repayment schedules.
- Offer financial counseling and support to students managing loan obligations.

Flowchart:

Establish Partnerships with Banks ----Provide Information and Guidance---Assist with Application Process ----Facilitate Communication with Providers---Monitor Disbursement and Repayment---Offer Financial Counseling