SGRRU Welcome to Students Welfare.

This policy guide is meant to provide information specific to **Students Welfare** activities to help you get off to a great and productive start.

Student welfare:

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1. Preamble

We focus on the students' overall progress at SGRRU Student Welfare. The administration of student welfare provides a setting for the technical, mental, physical, and cultural development of students, along with a variety of activities to shape their entire personalities. A well-structured student welfare department helps clubs and chapters organise a variety of activities. The activities are thoroughly vetted and supervised to monitor children' overall growth and prepare them to compete in a globalised society.

2. Our Mission

- ➢ To develop an environment where students are enabled to explore creative selves and take pride in the work they do.
- ➢ To provide a recreational space to explore creativity, make new friendships, engage in collaborative work, relax, and socialize.
- ➢ To develop a crucial skill set comprising teamwork, leadership, and event management.
- ➢ Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues, and the consequent responsibilities relevant to the professional engineering practice.
- ➢ Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- ➢ Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

3. Policies for Clubs Registration.

- ➢ Starting New Clubs.
- ➢ In order to start a new Club, Objectives.
- ➢ Club board members need to be formed along with the faculty coordinator for the approval of the clubs.

- ➢ Faculty coordinator should update the details of the clubs and chapters in the Website once the club gets approval.
- ➢ New clubs will get a new email ID on the approval of the student welfare office by the Email coordinator.
- ➢ Clubs email ID needs to be managed by the faculty.
- ➢ A request needs to be sent to the Student Welfare office to get the approval for organizing events.

4. Policies for Club Coordinators:-

- ➢ Faculty coordinator will be the overall in charge for the clubs.
- ➢ Clubs email need to be managed by the club coordinator. Board of team members need to be selected for every year to maintain the clubs.
- ➢ Organizing Events
- ➢ An email related to the clubs activity needs to be sent to the office of Student Welfare to get the approval from management form the official email of the club.
- ➢ Events not meeting the objectives Clubs will be rejected.
- ➢ Approval for any event needs to be taken at least a week ahead. Last minute events will not be entertained.
- ➢ Once the event is completed, all the event related details need to be submitted (Event title, time, day, speaker information, write up of event, bills, and photos) within a week.
- ➢ Approval for new events will not be given unless the earlier event details are submitted & cleaned.
- ➢ The Student Welfare office will organize an annual exhibition
- ➢ in December to showcase the clubs to the freshers.
- ➢ The faculty coordinator should check the student's
- ➢ attendance (minimum criteria set by the Office Academics) for
- ➢ sending approval for OD requests to the student welfare office.
- ➢ The faculty coordinator should post the marks for the credit club to provide pass or fail related to the clubs.
- ➢ A student needs to achieve 60% of attendance for active member of the club.
- ➢ No grade is awarded for the clubs.

5. Financial support Policy & Approvals for Clubs

- ➢ Any Expenditure for the clubs needed for the events need to be approved by the vice chancellor / authorized committee before the commencement of the event by the faculty coordinator.

- ➢ Faculty coordinator can avail advance for organizing the event from the competent authority a with due approval of the Student Welfare office All advances need to be settled within the month.

- ➢ Previous event's bills need to be settled before commencement of the next event.

- External Speakers are paid with a remuneration of as per university norms approved by the competent authority .

- Registration fee for the students participating in the final rounds of external events should be paid from the respective club budget.

6. DUTY POLICY

- Duty Policy are given to all students participating in external events with prior approval.

- Duty Policy will be considered only if minimum attendance specified by the academic's office is satisfied.

- Faculty coordinator or faculty in charge or staff in charge is/are responsible to accompany students going to external events.

- If faculty coordinators cannot accompany students, then alternative faculty or staff should be appointed in place.

- In case of even a single girl student participating in the external event then she should be accompanied by a lady faculty or staff.

- Students should not leave the venue without approval of the faculty coordinator.

7. Guidelines for Clubs.

- Every student needs to be registered for the clubs

- Students can take other clubs as volunteers.

- There is no restriction on the number of clubs the student can opt.

- The student participating as the Board of team for the clubs will be given a certificate.