



SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

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Duties and Responsibilities of Student Welfare Committee

1. Motivational Talks and Camps:

- Arrange and propose motivational talks, workshops, and camps to inspire and empower students.

2. Scholarship Management:

- Maintain a comprehensive list of scholarships and eligible students.
- Document the number, duration, and amount of scholarships and awards offered by the institution.
- Keeps a record of students receiving government scholarships and the corresponding amounts.
- Maintain financial statements related to the disbursement of scholarship and award amounts.
- Record fee waivers granted, including the names of students and the waived amount.

3. Documentation of Activities/Events:

- Maintain records of activities and events conducted by the committee, including MoM, summaries, photographs, resource person details, feedback, and attendance statements.

4. Mentoring Program Management:

- Oversee the implementation of an effective advisor-student mentoring program.
- Coordinate regular meetings between advisors and students to provide guidance, support, and academic advice.
- Monitor and evaluate the progress and outcomes of the mentoring program.
- Document success stories, improvements in student performance, and personal growth resulting from the mentoring relationships.
- Maintain detailed records of mentorship activities, including session summaries, mentoring plans, and progress assessments.

5. Counseling Services:

- Schedule and provide counseling services to students.
- Identify students in need of attention and arrange advanced counseling for those requiring additional support.



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NBA Accredited programs (BME, BT, CSE, CE) Accredited by Institution of Engineers (India);
ISO 9001:2015 Certified.

6. Documentation of Counseling Activities/Events:

- Maintain records of counseling activities and events, including evidence of conducted sessions and outcomes.




Principal
Sahridaya College of Engineering
and Technology
P.B No.17,Kodakara. 680 684.